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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

Washington, D. C.

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTH CENTRAL REGION

IOWA COMMITTEEMAN'S PRACTICE HANDBOOK

The 1945 Farm Program is designed to assist the farmers of Iowa to the fullest possible extent in protecting their soils against damage from erosion and loss of fertility.

The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the farm allowance will be used most effectively to bring about increased conservation, or the county committee may specify for any group of farms a proportion of the farm allowance which may be earned only by carrying out certain designated practices which are very much needed.

A. CONSERVATION PRACTICE ALLOWANCE

The practice allowance is the maximum amount of payment that may be made for carrying out approved conservation practices.

(1) The allowance for the special Contouring Intertilled Crops practice shall be the extent of the practice times the approved rate.

(2) The allowance for the special Ditches for Tile Drainage practice shall be an amount equal to the regular allowance computed under item (3).

(3) The allowance for regular practices shall be the sum of the following, or \$15.00, whichever is greater:

- (a) 50 cents times the acreage classified as cropland.
- (b) 50 cents times the acreage classified as noncrop open pasture.
- (c) \$2.00 times the acreage classified as commercial orchards.

B. CONSERVATION PRACTICES

The practices available for 1945 are those which are most needed in order to conserve and improve soil fertility, improve pasture land, prevent wind and water erosion, and promote conservation and better utilization of water. Assistance will be available through the conservation practice allowance for carrying out the following practices during the program year January 1, 1945 through December 31, 1945. To qualify for payment, each practice must be carried out in accordance with the specifications for that practice and be in keeping with good farming practices for the locality.

The total extent of any practice performed shall be reduced for purposes of payment by the percentage of the total cost of the practice which the county committee determines was furnished by a State or Federal agency. The extent of any practice shall not be reduced because a portion of the cost is represented by materials or services furnished by the A. A. A., or equipment furnished by S. C. S., or materials or services furnished by an agency of a State or political

subdivision thereof to another agency or political subdivision of the same State, or trees purchased from a Clark-McNary Cooperative State Nursery.

—All **special practices** listed under this section are designated by asterisks (**). Practices not designated as special practices will be considered as **regular practices**:

(1) ****Contour farming intertilled crops.**—Contour farming of intertilled crops, provided the crop stubble is left standing or a good stand of a winter cover crop is obtained. Credit will not be given for this practice on land which has a slope of less than 2 percent. If there is danger of erosion in waterways, such waterways must be permanently established in sod and buffer strips must be established if necessary. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping practices.—**\$1.50 per acre.**

(2) **Contour seeding.**—Contour seeding of small grain crops, sorghums, millet, and soybeans. All operations in connection with the seeding **must** be on the contour. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping practices.—**\$0.50 per acre.**

(3) **Establishing contour stripcropping.**—By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour; *Provided*, (1) The strips are approximately the same width; (2) the strips are not less than 1 rod nor more than 20 rods in width; and (3) the crop stubble is left standing or a good stand of winter cover crop is obtained. Buffer strips must be at least 1 rod in width.—**\$2.50 per acre.**

(4) **Maintaining contour stripcropping.**—Maintaining contour stripcropping previously established by growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour; *Provided*, (1) The strips are approximately the same width; (2) the strips are not less than 1 rod nor more than 20 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. When in the normal course of crop rotation it is necessary to have two adjacent strips of sown, close-drilled or sod crops, payment will be made for the entire field. Buffer strips must be at least 1 rod in width.—**\$1 per acre.**

(5) **Standard and diversion terraces.**—With prior approval of the county committee, construction of standard or diversion terraces for which proper outlets are provided. The terraces must be constructed to conform with the specifications for standard or diversion terraces as recommended by the U. S. Department of Agriculture.—**\$1 per 100 lin. ft.**

(6) **Establishing sod waterways.**—Establishing a permanent sod waterway on any cropland where a permanent vegetative cover is necessary in a waterway channel or terrace outlet, or in cultivated orchards. The channel of the waterway must be sufficiently wide to carry the run-off from the drainage area and must be at least 10 feet wide at the narrowest point. The channel must contain perennial grasses and a good vegetative growth obtained.—**\$0.75 per 1,000 sq. ft.**

(7) **Maintaining sod waterways.**—Maintaining an established sod waterway at least 10 feet in width at the narrowest point in a field

which is devoted to intertilled crops, by lifting the plow when the waterway is crossed, mowing, sodding or reseeding breaks in the sod, protecting from damage by livestock, and by use of other practices necessary to maintain a good vegetative cover. No credit will be given for this practice for any waterway for which credit is given under practice (6).—**\$0.25 per 1,000 sq. ft.**

(8) **Seeding of depleted pasture on land designated as noncrop open pasture.**—Lime or fertilizer must be applied as needed and the land must be disked or springtoothed sufficiently to prepare a good seed bed:

(a) Seedings consisting solely of timothy, lespedeza, red top, sweet clover, or mixture of these crops.—**\$0.10 per pound.**

(b) Seedings consisting of adapted pasture grasses, perennial or biennial legumes (except sweet clover) or approved pasture mixtures.—**\$0.25 per pound.**

(9) **Mowing weeds.**—Mowing weeds on pasture land a sufficient number of times during the growing season to prevent weed seed formation and improve the stand of grasses and legumes, and by carrying out such other pasture improvement practices as the county committee may require. No hay or seed crop may be taken from the acreage.—**\$0.50 per acre per mowing.**

(10) **Dams for livestock water or erosion control.**—With prior approval of the county committee, construction of earthen, concrete, or masonry dams and reservoirs. Earthen dams must be constructed with minimum slopes of 3 to 1 on the upstream side and 2 to 1 on the downstream side, and must have a crown width of 1 foot for every foot in height of fill, but not more than 10 feet. Dams of 10 feet or less in height must have a minimum free board of 3 feet. Dams over 10 feet in height must have a minimum free board of 4 feet. Spillways must be of sufficient width to carry the expected overflow from the drainage area. To qualify for credit the ponds must have a minimum depth of 6 feet at the deepest point. The dam must be fenced to exclude livestock and the water must be piped to a stockwater tank, or where this is impracticable, a small arm of the pond may be permitted to extend beyond the fenced area, or chutes or other means of making the water available to livestock may be approved by the county committee provided such methods do not permit access of the stock to the pond proper. A protective strip of sod, 2 rods in width, must be established around the entire pond. Dams constructed solely for the purpose of erosion control need not be provided with a means of making the water available to livestock.

(a) For earth or other material moved
Not over 2,000 cu. yds.—**\$0.15 per cubic yard.**

In excess of 2,000 cu. yds.—**\$0.10 per cubic yard.**

(b) For concrete or masonry.—**\$9.00 per cubic yard.**

(c) For Rubble Masonry.—**\$6.00 per cubic yard.**

(11) **Green manure crops.**—Disking or plowing under a good stand and a good growth of the following crops. If the land is subject to erosion and the green manure is turned under in the fall, the land must be protected by a winter cover crop.—**\$1.50 per acre:**

(a) Alsike or red clover seeded in the spring of 1944 and turned under in the fall of 1945.

(b) Mammoth clover seeded in the spring of 1945 and turned under in the fall.

(c) Winter rye seeded in the fall of 1944, except that acreage on which a 1944 winter cover crop payment was made.

(d) Sweet clover.

(12) **Farm ditches.**—With prior approval of the county committee, construction or cleaning out of farm ditches (except ditches constructed or maintained by a drainage district) including lateral and lead ditches, for which proper outlets are provided, and adequate provision is made for the entrance of water into and out of the ditches. The ditches must have sufficient capacity to remove the normal excess surface water. When practice allowances are pooled under an approved pooling agreement the \$5.00 per 100 lin. ft. limitation will be removed.—**\$0.08 per cu. yard** of material moved, but not in excess of **\$5.00 per 100 lin. ft.**

(13) ****Ditches for tile drainage.**—With prior approval of the county committee, excavation of ditches for the purpose of installation of tile drains, provided the size of tile, outlets and gradient meet the specifications for standard drainage as recommended by the United States Department of Agriculture. Not less than 75 percent of the area to be drained must be classified as cropland, and no part of the tile line is to be used for any purpose other than the draining of agricultural land.—**\$0.40 per rod.**

(14) **Harvesting hayseed.**—Harvesting for seed an acreage of alfalfa, red clover, alsike clover, white clover, sweet clover, and brome grass. Credit will not be given for more than 25 acres per farm.—**\$3.50 per acre.**

(15) **Weed control.**—With prior approval of the county committee, eradication or effective control of seriously infested plots of the following perennial noxious weeds: **Canada thistle, European bindweed, leafy spurge, perennial pepper grass, and perennial sow thistle.** Payment for this practice may be approved only on farms where approved weed control measures are being carried out on all adjacent infested farms and contiguous land, where the infestation is limited to a single farm, or where the county committee determines there is no likelihood of reinfestation from adjacent or contiguous land.

(a) By use of sodium chlorate or other chemicals.—**\$0.10 per pound.**

(b) By clean tillage.—**\$10 per acre.**

(16) **Tree planting.**—Prior approval of the site and the variety of the tree to be planted must be obtained from the county committee. The plantings must be made in accordance with good tree culture and the new planting must be protected from fire and grazing. The following varieties of trees may be approved for payment provided they are adapted to the particular soil type, climatic conditions, moisture conditions, and site: Eastern white pine, eastern red cedar, white oak, red oak, black oak, walnut, shagbark hickory, white ash, green ash, red maple, red pine, yellow poplar, black walnut, black locust, osage orange, and hardy catalpa.

(a) Planting for forest purposes or gully control.—**\$1 per 100 trees**, but not in excess of **\$7.50 per acre.**

(b) Planting for windbreak purposes.—**\$2 per 100 trees.**

(17) **Tree maintenance.**—Maintaining a good stand of at least 300 forest trees per acre, or for windbreak purposes, a good stand of 250 trees per acre, planted between January 1, 1940, and January 1,

1945, by cultivating sufficiently to control other vegetation, protecting from fire and livestock and replanting if necessary.—\$3 per acre.

(18) **Mulching**.—Application of straw and hay in commercial orchards, in vineyards, on commercial vegetable land, on potato land, on strawberries or other small fruit.—\$3 per ton.

(19) **Liming materials** (credit rates are contained in NCR-901-Ia.; Supplement (1)).—Application of the following materials:

(a) One ton of agricultural ground limestone containing at least 80 percent calcium carbonate equivalent and ground sufficiently fine so that 80 percent including all of the finer particles obtained in the grinding process, will pass thru an 8-mesh sieve. The moisture content at the time of shipment must not exceed 8 percent. The specifications for calcium carbonate content and percent of material passing thru an 8-mesh sieve must be such that the multiplication of these specifications will be equal to or in excess of 0.72. If the ground limestone will not qualify with respect to either fineness or calcium carbonate content, or both, the county committee must require a correspondingly greater amount of material.

(b) One ton of calcium carbide refuse lime containing at least 85 percent calcium carbonate, and testing not more than 25 percent moisture at the shipping point. A correspondingly greater amount of material must be required if the material does not meet the specifications.

(c) One cubic yard of water-softening process lime.

(d) One cubic yard of calcareous clay.

(e) One ton of button dust.

(f) One ton of hydrated lime.

(20) **Fertilizers**.—Application of **superphosphate**, **colloidal phosphate**, **rock phosphate**, or **potash**, when such material is applied (1) to **new seedings** of biennial or perennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture (no credit will be given for materials furnished by the AAA applied to a new seeding if wheat is used as a nurse crop); (2) as a top dressing to **old stands** of biennial and perennial legumes, perennial grasses, or permanent pasture, provided the acreage on which such applications are made is not devoted to, cultivated for, or plowed for any other crop during the program year; (3) to **green manure crops** in orchards.

(a) Application of superphosphate or defluorinated phosphate rock.—\$5.25 per 100 lbs. of P_2O_5 .

(b) Application of rock phosphate or colloidal phosphate.—\$0.60 per 100 lbs.

(c) Application of potash.—\$3.35 per 100 lbs. of K_2O .

(d) 100 lbs. of 0-9-27----- \$1.35

(e) 100 lbs. of 0-10-20----- 1.20

(f) 100 lbs. of 0-12-12----- 1.05

(g) 100 lbs. of 0-14-7----- .95

(h) 100 lbs. of 0-14-14----- 1.20

(i) 100 lbs. of 0-18-0----- .95

(j) 100 lbs. of 0-19-0----- 1.00

(k) 100 lbs. of 0-20-0----- 1.05

(l) 100 lbs. of 0-20-10----- 1.40

(m) 100 lbs. of 0-20-20----- 1.70

(n) 100 lbs. of 2-12-6----- \$0.85

(o) 100 lbs. of 3-9-18----- 1.05

(p) 100 lbs. of 3-12-12----- 1.05

(q) 100 lbs. of 3-18-9----- 1.25

(r) 100 lbs. of 4-10-6----- .70

(s) 100 lbs. of 4-12-4----- .75

(t) 100 lbs. of 4-16-0----- .85

(u) 100 lbs. of 4-16-4----- .95

(v) 100 lbs. of 10-6-4----- .45

C. DEFINITIONS

(1) **Farms**.—Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:

(a) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Agency, determines is operated by the same person as part of the same unit with

respect to the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other lands; and

(b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

(c) A farm shall be regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county in which the major portion of the farm is located.

(2) **Cropland.**—Cropland means farm land which in 1944 was tilled or was in regular rotation, excluding any land which constitutes, or will constitute if such tillage is continued, a wind-erosion hazard to the community, and excluding also, any land in commercial orchards.

(3) **Noncrop open pasture land.**—Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number or grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.

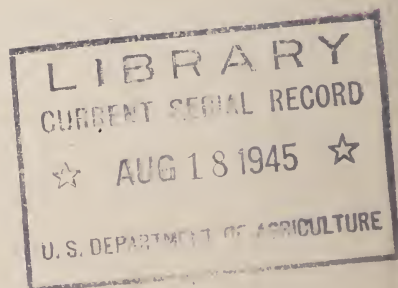
(4) **Commercial orchards.**—Commercial orchards means the acreage on the farm in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits (excluding nonbearing orchards and vineyards), from which the major portion of the production is normally sold.

(5) **Person.**—Person means an individual, partnership, association, corporation, estate, or trust, or other business enterprise or other legal entity, and wherever applicable, a State, a political subdivision of a State, or any agency thereof.

(6) **Producer.**—Producer means any person who as landlord, tenant, or sharecropper, participates in the operation of a farm.

D. POOLING OF PRACTICE ALLOWANCES

Producers in any local area may agree in writing with the approval of the State Committee to combine all or any part of their farm allowances for the performance of practice No. (12), Farm Ditches, provided their farms are benefited by the construction of the ditches. For purposes of payment the practice carried out under an approved written pooling agreement will be regarded as having been carried out on the farms of the producers who performed the practice.



UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

Washington, D. C.

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTH CENTRAL REGION

INDIANA COMMITTEEMAN'S PRACTICE HANDBOOK

The 1945 farm program is designed to assist the farmers of Indiana to the fullest possible extent in protecting their soils against damage from erosion and loss of fertility.

The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the farm allowance will be used most effectively to bring about increased conservation, or the county committee may specify for any group of farms a proportion of the farm allowance which may be earned only by carrying out certain designated practices which are very much needed.

A. CONSERVATION PRACTICE ALLOWANCE

The practice allowance is the maximum amount of payment that may be made for carrying out approved conservation practices on the farm.

(1) Except as limited by practice provisions the allowance for the following special practices shall be the extent of such practices times the approved rates: Contouring Intertilled Crops, Contour Seeding, Establishing Contour Stripcropping, Standard or Diversion Terraces, Establishing Sod Waterways, and Dams for Livestock Water.

(2) The allowance for regular practices shall be the sum of the following, or \$20.00, whichever is greater:

- (a) 50 cents times the acreage classified as cropland.
- (b) 50 cents times the acreage classified as noncrop open pasture.
- (c) \$2.00 times the acreage classified as commercial orchards.
- (d) 50 cents times the acreage classified as the normal commercial vegetable acreage for the farm.

B. CONSERVATION PRACTICES

The practices available for 1945 are those which are most needed in order to conserve and improve soil fertility, improve pasture land, prevent wind and water erosion, and promote conservation and better utilization of water. Assistance will be available through the conservation practice allowance for carrying out the following practices during the program year January 1, 1945, through December 31, 1945. To qualify for payment, each practice must be carried out in accordance with the specifications for that practice and be in keeping with good farming practices for the locality.

The total extent of any practice performed shall be reduced for purposes of payment by the percentage of the total cost of the practice which the county committee determines was furnished by a State or Federal agency. The extent of any practice shall not be reduced be-

cause a portion of the cost is represented by materials or services furnished by the A. A. A., or equipment furnished by S. C. S., or materials or services furnished by an agency of a State or political subdivision thereof to another agency or political subdivision of the same State, or trees purchased from a Clark-McNary Cooperative State Nursery.

All **special practices** listed under this section are designated by asterisks (**). Practices not designated as special practices will be considered as **regular practices**:

(1) ****Contouring intertilled crops.**—Contour farming of intertilled crops, provided the crop stubble is left standing or a good stand of a winter cover crop is obtained. Credit will not be given for this practice on land which has a slope of less than 2 percent. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping practices.—**\$1.50 per acre.**

(2) ****Contour seeding.**—Contour seeding, by drilling, of small grain crops, sorghums, millet, and soybeans. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping practices. All tillage operations in connection with the seeding **must** be on the contour.—**\$0.50 per acre.**

(3) ****Establishing contour stripcropping.**—By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour: *Provided*, (1) The strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 10 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. Buffer strips must be at least 1 rod in width.—**\$2.50 per acre.**

(4) **Maintaining contour stripcropping.**—Maintaining contour stripcropping previously established, by growing alternate strips of intertilled crops with sown, close-drilled or sod crops, on the contour: *Provided*, (1) The strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 10 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. When in the normal course of crop rotation it is necessary to have two adjacent strips of sown, close-drilled, or sod crops, payment will be made for the entire field. Buffer strips must be at least 1 rod in width.—**\$1 per acre.**

(5) **Field stripcropping to control wind erosion.**—By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops: *Provided*, (1) The strips are approximately parallel and are laid out at right angles to the prevailing winds or in a continuous "S" so that wind cannot blow parallel to the rows of crops; (2) the strips are not less than 3 rods nor more than 15 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. Buffer strips must be at least 1 rod in width.—**\$0.50 per acre.**

(6) ****Standard and diversion terraces.**—With the prior approval of the county committee, construction of standard and diversion terraces for which proper outlets are provided. The terraces should be constructed to conform with specifications for the area as recommended by the U. S. Department of Agriculture.—**\$1 per 100 lin. ft.**

(7) **Establishing sod waterways.**—Establishing a permanent sod waterway on any cropland where a permanent vegetative cover is necessary in a waterway channel or terrace outlet, or in cultivated orchards. The channel of the waterway must be sufficiently wide to carry the run-off from the drainage area and must be at least 10 feet in width at the narrowest point. The channel must contain perennial grasses, and a good vegetative growth must be obtained.—**\$0.75 per 1,000 sq. ft.**

(8) **Maintaining sod waterways.**—Maintaining an established sod waterway at least 10 feet wide at the narrowest point in a field which is devoted to intertilled crops, by lifting the plow when the waterway is crossed, mowing, sodding or reseeding breaks in the sod, protecting from damage by livestock, and by use of other practices necessary to maintain a good vegetative cover. No credit will be given for this practice for any waterway for which credit is given under Practice (7).—**\$0.25 per 1,000 sq. ft.**

(9) **Seeding of depleted pasture on land designated as noncrop open pasture.**—Credit will be given for this practice only if lime and fertilizers are applied in accordance with good pasture management, and the acreage to be reseeded has been disked or springtoothed to prepare a good seed bed.

(a) Seedings consisting solely of timothy, lespedeza, red top, sweet clover, or mixtures of such crops.—**\$0.10 per lb.**

(b) Seedings consisting of adapted pasture grasses, perennial or biennial legumes (except sweet clover), or approved pasture mixtures.—**\$0.25 per lb.**

(10) **Mowing weeds.**—Mowing weeds on pasture land a sufficient number of times during the growing season to prevent weed seed formation and improve the stand of grasses or legumes, and by carrying out such other pasture improvement practices as the county committee may require. No hay or seed crop may be taken from the acreage. Credit will not be given for more than two mowings per acre.—**\$0.50 per mowing per acre.**

(11) ****Dams for livestock water.**—With prior approval of county committee, construction of earthen, concrete, or masonry dams and reservoirs for the purpose of providing water for livestock. Earthen dams must be constructed with minimum slopes of 3 to 1 on the upstream side and 2 to 1 on the downstream side. A top width of 5 feet shall be provided on dams up to 10 feet high and 6 feet on dams up to 15 feet high. Dams from 10 to 15 feet high must have a minimum free board of 4 feet. Free board will be considered the difference in height of the bottom of the spillway and top of the settled fill. A grassed spillway or sodded waterway at least 8 feet wide shall be provided for ponds with drainage areas up to 10 acres. For drainage areas from 10 to 25 acres the spillway width shall be increased in proportion. On dams over 15 feet high and with drainage areas in excess of 25 acres, design and construction must meet the specifications as recommended by the U. S. Department of Agriculture. No credit will be given unless the depth of the water is at least 4 feet in 20 percent of the pond area. Credit will not be given in an amount greater than \$100.00:

(a) For earth or other material moved for each development.—**\$0.10 per cu. yd.**

(b) For concrete or masonry.—**\$9 per cu. yd.**

(c) For rubble masonry.—**\$6 per cu. yd.**

(12) ****Special dams for livestock water.**—With prior approval of county committee, construction of earthen, concrete, or masonry dams and reservoirs for the purpose of providing water for livestock. Earthen dams must be constructed with minimum slopes of 3 to 1 on the upstream side and 2 to 1 on the downstream side. A top width of 5 feet shall be provided on dams up to 10 feet high and 6 feet on dams up to 15 feet high. Dams of 10 feet or less in height must have a free board of 4 feet. Free board will be considered the difference in height of the bottom of the spillway and top of the settled fill. A grassed spillway or sodded waterway of at least 8 feet wide shall be provided for ponds with drainage areas up to 10 acres in size. For drainage areas from 10 to 25 acres, the spillway width shall be increased in proportion.

No credit will be given unless the following conditions have been met: The depth of the water is at least 6 feet in 20 percent of the pond; the water is piped out to a stockwater tank; a float valve is provided for regulating the flow of water to the stockwater tank; a trickle tube 6 inches below the spillway level and on the opposite side of the dam must be provided and should convey the excess water to stable grade below the dam; the entire area of the pond and dam must be protected from livestock by fencing; and the fill must be seeded with grass and legume seed. The top soil should be removed from the dam site before the fill is started and the dam should be reinforced with a clayey soil core at least 4 feet wide at the center of the dam running lengthwise. Credit will not be given in an amount greater than \$100.00.

- (a) For earth or other material moved :
 Not in excess of 2,000 cu. yd.—\$0.15 per cu. yd.
 In excess of 2,000 cu. yd.—\$0.10 per cu. yd.
- (b) For concrete or masonry.—\$9 per cu. yd.
- (c) For rubble masonry.—\$6 per cu. yd.

(13) **Go-down crops** (applicable in commercial orchards).—Protecting the soil from wind and water erosion by the use of go-down crops, provided a good vegetative growth is obtained and the crop is not pastured or harvested for hay, grain, seed, forage, or otherwise taken from the land. The following crops will qualify under this practice; Sudan grass, millet, buckwheat, sweet sorghums, oats, barley, wheat, and rye or mixtures of any of these crops.—\$1.50 per acre.

(14) **Green manure crops.**—Disking or plowing under a good stand and a good growth of the following crops. If the land is subject to erosion and the green manure is plowed down in the fall, the green manure crop must be followed by a winter cover crop.—\$1.50 per acre.

- (a) Sweet clover.
- (b) 1944 fall seedings of winter rye, except that acreage for which a 1944 winter cover crop practice payment was made.
- (c) Crimson clover, cowpeas, and winter vetch, except that acreage for which a 1944 winter cover crop practice payment was made.

(15) **Open farm ditches.**—With prior approval of the county committee, construction or cleaning out of farm ditches (except ditches constructed or maintained by a drainage district), including lateral and lead ditches, for which proper outlets are provided, and adequate provision is made for entrance of water into and out of the ditch.

The ditch must have adequate capacity to remove the normal excess surface water. When practice allowances are pooled under an approved pooling agreement, the \$5.00 per 100 lin. ft. limitation will be removed.—**\$0.08 per cu. yd. of material moved**, but not in excess of **\$5 per 100 lin. ft.**

(16) **Ditches for tile drainage.**—With prior approval of the county committee, excavation for the purpose of installation of tile drains, provided the size of tile, outlets, and gradient meet the specifications for standard drainage as recommended by the U. S. Department of Agriculture; not less than 75 percent of the area to be drained is cropland; and no part of the tile lines is to be used for any other purpose than the draining of agricultural land.—**\$0.40 per rod.**

(17) **Harvesting hayseed.**—Harvesting for seed an acreage of alfalfa, red clover, alsike clover, white clover, sweet clover, and brome-grass. Credit will not be given for more than 25 acres per farm.—**\$3.50 per acre.**

(18) **Weed control.**—With prior approval of the county committee, eradication or effective control of seriously infested plots of the following perennial noxious weeds: **Canada thistle**, and **bindweed**. Payment for this practice may be approved only on farms where approved weed control measures are being carried out on all adjacent infested farms and contiguous land, where the infestation is limited to a single farm, or where the county committee determines that there is no likelihood of reinfestation from adjacent or contiguous land:

(a) By use of sodium chlorate or other chemicals.—**\$0.10 per lb.**

(b) By clean tillage.—**\$10 per acre.**

(19) **Tree planting.**—Prior approval of the site and of the variety of the tree to be planted must be obtained from the county committee. The plantings must be made in accordance with good tree culture and the new planting must be protected from fire and grazing. The following varieties of trees may be approved for payment provided they are adapted to the particular soil type, climatic conditions, moisture conditions, and site: Shortleaf Pine, Virginia Pine, Pitch Pine, Eastern Red Cedar, Walnut, Butternut, Shagbark Hickory, Mockernut Hickory, White Oak, Red Oak, Black Oak, Tulip Poplar, Green Ash, White Ash, Yellow Poplar, Black Walnut, Black Locust, Sugar Maple, Hardy Catalpa, and other good hardwoods approved by the State foresters:

(a) Planting for forest purposes or gully control.—**\$1 per 100 trees** but not in excess of **\$7.50 per acre.**

(b) Planting for windbreak purposes.—**\$2 per 100 trees.**

(20) **Tree maintenance.**—Maintaining for forest purposes, a good stand of at least 300 trees per acre, or for windbreak purposes, a good stand of at least 250 trees per acre, which have been planted between Jan. 1, 1940 and Jan. 1, 1945, by cultivating sufficiently to control other vegetation, protecting from fire and grazing, and replanting if necessary.—**\$3 per acre.**

(21) **Mulching materials.**—Application of small grain straw, or crop residue obtained from harvesting legumes and grasses for seed, on commercial orchards, in vineyards, on commercial vegetable land, on potato land, or on strawberries or other small fruit.—**\$5 per ton.**

(22) **Liming materials** (credit rates are contained in NCR-901-Ind., Suppl. I).—Application of the following materials:

(a) **One ton of agricultural ground limestone** containing at least 80 percent calcium carbonate equivalent, and ground sufficiently fine so that 80 percent, including all of the finer particles obtained in the grinding process, will pass through an 8-mesh sieve. The moisture content at the time of shipment must not exceed 8 percent. The specifications for calcium carbonate content and percent of material passing through an 8-mesh sieve must be such that the multiplication of these specifications will be equal to or in excess of 0.72. If the ground limestone will not qualify with respect to either fineness or calcium carbonate content, or both, the county committee must require a correspondingly greater amount of material.

(b) **One ton of calcium carbide refuse lime** containing at least 80 percent of calcium carbonate and testing not more than 35 percent moisture at the shipping point. A correspondingly greater amount of material must be required if the material does not meet the specifications.

(c) **One cubic yard of marl.**

(d) **One cubic yard of water-softening process lime.**

(e) **One ton of burnt lime waste.**

(f) **One ton of commercial burnt lime.**

(g) **One ton of hydrated lime.**

(23) **Fertilizers.**—Application of **superphosphate, rock phosphate, or potash**, when such material is applied (1) to **new seedings** of biennial or perennial legumes, perennial grasses, winter legumes, lespedeza or permanent pasture (no credit will be given for materials furnished by the Agricultural Adjustment Agency applied to a seedling if wheat is used as a nurse crop); (2) to **old stands** of biennial and perennial legumes, perennial grasses, or permanent pasture provided the acreage on which such applications are made is not devoted to, cultivated for, or plowed for any other crop during the program year; and (3) to **green manure crops** in orchards.

(a) Application of superphosphate or defluorinated phosphate rock.—**\$4.70 per 100 lbs of available P_2O_5 .**

(b) Application of rock phosphate.—**\$0.55 per 100 lbs.**

(c) Application of potash.—**\$3.25 per 100 lbs of available K₂O.**

(d) 100 lbs of 0-9-27-----	\$1.30	(n) 100 lbs of 2-12-6-----	\$0.75
(e) 100 lbs of 0-10-20----	1.10	(o) 100 lbs of 2-16-8-----	1.00
(f) 100 lbs of 0-12-12-----	.95	(p) 100 lbs of 3-9-18-----	1.00
(g) 100 lbs of 0-14-7-----	.90	(q) 100 lbs of 3-12-12-----	.95
(h) 100 lbs of 0-14-14-----	1.10	(r) 100 lbs of 3-18-9-----	1.15
(i) 100 lbs of 0-18-0-----	.85	(s) 100 lbs of 4-10-6-----	.65
(j) 100 lbs of 0-19-0-----	.90	(t) 100 lbs of 4-16-0-----	.75
(k) 100 lbs of 0-20-0-----	.95	(u) 100 lbs of 8-8-8-----	.65
(l) 100 lbs of 0-20-10-----	1.25	(v) 100 lbs of 10-6-4-----	.40
(m) 100 lbs of 0-20-20----	1.60		

C. DEFINITIONS

(1) **Farm.**—Farm means all adjacent or nearby farm land under the same ownership which is operated by one person., including also:

(a) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Agency, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with work stock, farm machinery, and labor substantially separate from that for any other lands; and

(b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

(c) A farm shall be regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county in which the major portion of the farm is located.

(2) **Cropland.**—Cropland means farm land which in 1944 was tilled or was in regular rotation, excluding any land which constitutes, or will constitute if such tillage is continued, a wind-erosion hazard to the community, and excluding also, any land in commercial orchards.

(3) **Noncrop open pasture land.**—Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number or grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.

(4) **Commercial orchards.**—Commercial orchards means the acreage on the farm in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits (excluding nonbearing orchards and vineyards), from which the major portion of the production is normally sold.

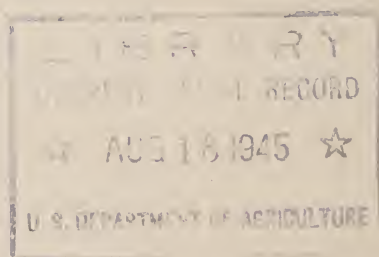
(5) **Normal commercial vegetable acreage.**—The normal commercial vegetable acreage for the farm means that acreage of vegetable or truck crops of which the principal part of the production is sold to persons not living on the farm, including the acreage of sweet potatoes, tomatoes, sweet corn, melons, cantaloupes, strawberries, and commercial bulbs and flowers. The only vegetable or truck crops not included are peas or sweet corn for processing, artichokes for use other than vegetables, and Irish potatoes.

(6) **Person.**—Person means an individual, partnership, association, corporation, estate or trust, or other business enterprise or other legal entity, and wherever applicable, a State, a political subdivision of a State, or any agency thereof.

(7) **Producer.**—Producer means any person who as landlord, tenant, or sharecropper, participates in the operation of a farm.

D. POOLING OF PRACTICE ALLOWANCES

Producers in any local area may agree in writing with the approval of the State committee, to combine all or any part of their farm allowances for the performance of practice No. (15), Farm Ditches, provided their farms are benefited by the construction of the ditches. For purposes of payment, the practice carried out under an approved written pooling agreement will be regarded as having been carried out on the farms of the producers who performed the practice.



WAR FOOD ADMINISTRATION
Agricultural Adjustment Agency
Washington, D. C.

1945 Agricultural Conservation Program

North Central Region

Section A, Conservation Practice Allowance, has been amended to read as follows:

A. CONSERVATION PRACTICE ALLOWANCE.

The practice allowance is the maximum amount of payment that may be made for carrying out approved conservation practices on the farm.

(1) Except as limited by practice provisions the allowance for the following special practices shall be the extent of such practices times the approved rates: Contouring Intertilled Crops, Contour Seeding, Establishing Contour Stripcropping, Standard or Diversion Terraces, Establishing Sod Waterways, Special Dams for Livestock Water, Harvesting Alfalfa, Red Clover, and Alsike Clover - Acreage Basis, and Harvesting Alfalfa, Red Clover, and Alsike Clover - Pound Basis.

(2) The allowance for regular practices shall be the sum of the following or \$20.00, whichever is greater:

- (a) \$0.50 times the acreage classified as cropland.
- (b) \$0.50 times the acreage classified as noncrop open pasture.
- (c) \$2.00 times the acreage classified as commercial orchards.
- (d) \$0.50 times the acreage classified as the normal commercial vegetable acreage for the farm.

Practice (17), Harvesting Hayseed, has been amended to read as follows:

(17) Harvesting Hayseed. Harvesting for seed an acreage of white clover, sweet clover, and bromegrass. Credit will not be given for more than 25 acres per farm.

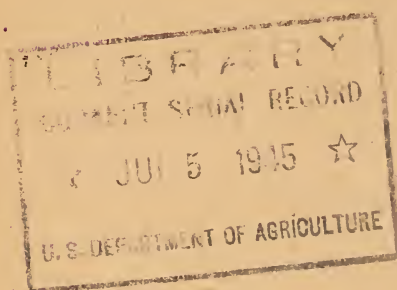
\$3.50 per acre.

(17A)**Harvesting Alfalfa, Red Clover, and Alsike Clover - Acreage Basis.
Harvesting for seed an acreage of alfalfa, red clover, and alsike clover.

\$3.50 per acre.

(17B)**Harvesting Alfalfa, Red Clover, and Alsike Clover - Pound Basis.
Harvesting alfalfa, red clover, and alsike clover for seed provided such seed is sold to a dealer. Payment will be made only on a clean seed basis.

- (a) For red clover seed \$0.035 per pound.
- (b) For alfalfa seed \$0.025 per pound.
- (c) For alsike seed \$0.025 per pound.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
Washington, D. C.

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTH CENTRAL REGION

ILLINOIS COMMITTEEMAN'S PRACTICE HANDBOOK

The 1945 Farm Program is designed to assist the farmers of Illinois to the fullest possible extent in protecting their soils against damage from erosion and loss of fertility.

The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the farm allowance will be used most effectively to bring about increased conservation, or the county committee may specify for any group of farms a proportion of the farm allowance which may be earned only by carrying out certain designated practices which are very much needed.

A. CONSERVATION PRACTICE ALLOWANCE

The practice allowance is the maximum amount of payment that may be made for carrying out approved conservation practices on the farm.

(1) Except as limited by the practice provisions, the allowance for the following special practices shall be the extent of such practices times the approved rates: Contouring Intertilled Crops, Contour Seeding, Establishing Contour Stripcropping, and Pasture Improvement.

(2) The allowance for regular practices shall be the sum of the following, or \$15, whichever is greater:

- (a) 50 cents times the acreage classified as cropland.
- (b) The county rate per acre times the acreage classified as noncrop open pasture.
- (c) \$1.00 times the acreage classified as commercial orchards.

B. CONSERVATION PRACTICES

The practices available for 1945 are those which are most needed in order to conserve and improve soil fertility, improve pasture land, prevent wind and water erosion, and promote conservation and better utilization of water. Assistance will be available through the conservation practice allowance for carrying out the following practices during the program year January 1, 1945, through December 31, 1945. To qualify for payment, each practice must be carried out in accordance with the specifications for that practice and be in keeping with good farming practices for the locality.

The total extent of any practice performed shall be reduced for purposes of payment by the percentage of the total cost of the practice which the county committee determines was furnished by a State or Federal agency. The extent of any practice shall not be reduced because a portion of the cost is represented by materials or services

furnished by the A. A. A., or equipment furnished by S. C. S., or materials or services furnished by an agency of a State or political subdivision thereof to another agency or political subdivision of the same State, or trees purchased from a Clark-McNary Cooperative State Nursery.

All **special practices** listed under this section are designated by asterisks (**). Practices not designated as special practices will be considered as **regular practices**:

(1) ****Contouring intertilled crops.**—Contour farming of intertilled crops provided the crop stubble is left standing or a good stand of a winter cover crop is obtained. Credit will not be given for this practice on land which has a slope of less than 2 percent. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping practices.—**\$1.50 per acre.**

(2) ****Contour seeding.**—Contour seeding of small grain crops, sorghums, millet, and soybeans. All operations in connection with the seeding **must** be on the contour. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping practices.—**\$0.50 per acre.**

(3) ****Establishing contour stripcropping.**—By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour: *Provided*, (1) The strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 10 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. Buffer strips must be at least 1 rod in width.—**\$2.50 per acre.**

(4) **Maintaining contour stripcropping.**—Maintaining contour stripcropping previously established, by growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour: *Provided*, (1) The strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 10 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. When in the normal course of crop rotation it is necessary to have two adjacent strips of sown, close-drilled, or sod crops, payment will be made for the entire field. Buffer strips must be at least 1 rod in width.—**\$1 per acre.**

(5) **Field stripcropping to control wind erosion.**—By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops: *Provided*, (1) The strips are approximately parallel and are laid out at right angles to the prevailing winds or in a continuous **S** so that winds cannot blow parallel to the rows of crops; (2) the strips are not less than 3 rods nor more than 20 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. Buffer strips must be at least 1 rod in width.—**\$0.50 per acre.**

(6) **Standard terraces.**—With the prior approval of the county committee, construction of standard terraces for which proper outlets are provided. The terraces should be constructed to conform with specifications for standard terraces for the area as recommended in Circular 513, University of Illinois.—**\$1 per 100 lin. ft.**

(7) **Establishing sod waterways.**—Establishing a permanent sod waterway on any cropland where a permanent vegetative cover is necessary in a waterway channel or terrace outlet, or in cultivated orchards. The channel of the waterway must be sufficiently wide to carry the run-off from the drainage area and must be at least 1 rod in width at the narrowest point. The channel must contain perennial grasses and a good vegetative growth must be obtained.—\$0.75 per 1,000 sq. ft.

(8) **Maintaining sod waterways.**—Maintaining an established sod waterway at least 1 rod wide at the narrowest point in a field which is devoted to intertilled crops or grain crops, by lifting the plow when the waterway is crossed, mowing, sodding or reseeding breaks in the sod, protecting from damage by livestock, and by use of other practices necessary to maintain a good vegetative cover. No credit will be given for this practice for any waterway for which credit is given under Practice (7).—\$0.25 per 1,000 sq. ft.

(9) ****Pasture improvement.**—With prior approval of the county committee improving pasture on land **designated as noncrop open pasture land** by carrying out all of the following operations. Credit will not be given for more than 20 acres per farm.—\$4 per acre.

(a) Application of the necessary amounts of liming materials or fertilizers, as determined by the county committee. Credit for the application of liming materials or fertilizer will be given under Practices (23) or (24).

(b) Tearing up the sod by use of a disk or a similar tool in such a manner as to mix the needed lime or fertilizer into the soil and to provide a seedbed for the new seeding.

(c) Making a seeding of not less than 15 pounds of a pasture mixture of adapted legumes and grasses. At least 50 percent of the mixture must consist of perennial or biennial legumes.

(d) Delaying grazing until the new seedling has made a good growth, controlling grazing during the remainder of the season, and removing livestock early enough in the fall to permit the grasses and legumes to make a good growth before winter.

(e) Mowing weeds, if necessary, a sufficient number of times to prevent seed formation and to control growth. Credit for mowing will be given under Practice (10).

(10) **Mowing weeds.**—Mowing weeds on pasture land a sufficient number of times during the growing season to prevent weed seed formation and improve the stand of grasses or legumes, and by carrying out such other pasture improvements practices as the county committee may require. No hay or seed crop may be taken from the acreage.—\$0.50 per mowing per acre.

(11) **Dams and ponds for livestock water.**—With prior approval of the county committee, construction of earthen, or masonry dams and ponds for the purpose of providing water for livestock. Earthen dams must be constructed with minimum slopes of 3 to 1 on the upstream side and 2 to 1 on the downstream side. Dams of 10 feet or less in height must have a minimum free board of 3 feet. Dams over 10 feet in height must have a minimum free board of 4 feet. Spillways must be of sufficient width to carry the expected overflow from the drainage area. The pond must be fenced to exclude livestock and the water must be piped out to a tank, or where this is impracticable, a small arm of the pond may be permitted to extend beyond the fenced area, or chutes or other means of making water available to livestock may be approved by the county committee pro-

vided such methods do not permit access of the livestock to the pond proper.

- (a) For earth or other material moved for each development:
Not over 2,000 cu. yds.—\$0.15 per cu. yd.
In excess of 2,000 cu. yds.—\$0.10 per cu. yd.
- (b) For concrete or masonry.—\$9 per cu. yd.
- (c) For rubble masonry.—\$6 per cu. yd.

(12) **Go-down crops** (applicable only in commercial orchards).—Protecting the soil from wind and water erosion by the use of go-down crops; *Provided*, A good vegetative growth is obtained and the crop is not pastured or harvested for grain, hay, seed, or forage, or otherwise taken from the land. The following crops will qualify under this practice: Sudan grass, millet, buckwheat, sweet sorghums, oats, barley, rye, wheat, or mixtures of any of these crops. Lespedeza seeded in the spring of 1945, soybeans or cowpeas.—\$1.50 per acre.

(13) **Green manure crops**.—Disking or plowing under a good stand and a good growth of the following crops. If the land is subject to erosion and the green manure crop is plowed down in the fall, the land must be protected by a winter cover crop.—\$1.50 per acre:

- (a) Sweet clover.
- (b) Red clover turned under in the fall of 1945.
- (c) Cowpeas.
- (d) Lespedeza seeded in the spring of 1945, turned under in the fall, and followed by a winter cover crop.
- (e) 1944 fall seedings of winter rye.

(14) **Green manure crops in commercial orchards**.—Turning under a good stand and a good growth of the following crops where such crops can be disked down or plowed under without promoting soil erosion. If the land is subject to erosion and the green manure crop is plowed down in the fall, the land must be protected by a winter cover crop.—\$1.50 per acre:

- (a) Rye, wheat, and oats.
- (b) Sweet clover, cowpeas, and soybeans.
- (c) Red clover and alsike turned under in the fall.
- (d) Lespedeza seeded in the spring of 1945, turned under in the fall, and followed by a winter cover crop.

(15) **Green manure crops on commercial vegetable land**.—Turning under a good stand and a good growth of oats, rye, or barley on land devoted to the production of commercial vegetables during 1945. If the land is subject to erosion and the green manure crop is plowed down in the fall, the land must be protected by a winter cover crop.—\$1.50 per acre.

(16) **Harvesting hayseed**.—Harvesting for seed an acreage of alfalfa, red clover, alsike, white clover, sweet clover, and brome grass. Credit will not be given for more than 25 acres per farm.—\$3.50 per acre.

(17) **Weed control**.—With prior approval of the county committee, eradication or effective control of seriously infested plots of **Canada thistle**, or **bindweed**. Payment for this practice may be approved only on farms where approved weed control measures are being carried out on all adjacent infested farms and contiguous land, where the infestation is limited to a single farm, or where the county com-

mittee determines that there is no likelihood of reinfestation from adjacent or contiguous land.

(a) By use of sodium chlorate or other chemicals.—\$0.10 per lb.

(b) By clean tillage.—\$10 per acre.

(18) **Farm ditches.**—With prior approval of the county committee, construction or cleaning out of farm ditches (except ditches constructed or maintained by a drainage district), including lateral and lead ditches, for which proper outlets are provided and adequate provision is made for entrance of water into and out of the ditches. An engineer's survey of grade and cross sections and a map of the area showing the ditches may be used to determine whether specifications have been met. When practice allowances are pooled under an approved pooling agreement, the \$5.00 per 100 linear feet limitation will be removed.—\$0.08 per cu. yd. and not to exceed \$5 per 100 lin. ft.

(19) **Ditches for tile drainage.**—With prior approval of the county committee, excavation for the purpose of installation of tile drains, *Provided*, The size of tile, outlets and gradient meet the specifications for standard drainage published by the U. S. Department of Agriculture, and the tile lines shall be used only for the draining of agricultural land. An engineers survey showing grades of tile lines and a map showing location may be used to determine whether specifications have been met.—\$0.40 per rod.

(20) **Tree planting.**—Prior approval of the site and of the variety of the tree must be obtained from the county committee. The plantings must be made in accordance with good tree culture, and protected from fire and grazing. The following varieties of trees may be approved for payment provided they are adapted to the particular soil type, climatic conditions, moisture conditions, and site: Shortleaf pine, eastern red cedar, walnut, butternut, mockernut hickory, shagbark hickory, white oak, red oak, black oak, tulip poplar, green ash, white ash, red gum, Virginia pine, yellow poplar, black walnut, black locust, sugar maple, hardy catalpa, and other hardwoods approved by the State Foresters.

(a) Planting for forest purposes or gully control.—\$1 per 100 trees but not in excess of \$7.50 per acre.

(b) Planting for windbreaks.—\$2 per 100 trees.

(21) **Tree maintenance.**—Maintaining for forest purposes a good stand of at least 500 trees per acre, or for windbreak purposes, a stand of at least 250 trees per acre, which have been planted between Jan. 1, 1940 and Jan. 1, 1945, by cultivating sufficiently to control other vegetation, protecting from fire and grazing, and replanting if necessary.—\$3 per acre.

(22) **Mulching materials.**—Application of straw in commercial orchards, in vineyards, on commercial vegetable land, on potato land, or on strawberries or other small fruit.—\$4 per ton.

(23) **Liming materials** (credit rates are contained in NCR-901-III., Suppl. I).—Application of the following materials:

(a) One ton of agricultural ground limestone containing at least 80 percent calcium carbonate equivalent, and ground sufficiently fine so that 80 percent, including all of the finer particles obtained in the grinding process, will pass through an 8-mesh sieve. The moisture content at the time of

shipment must not exceed 8 percent. The specifications for calcium carbonate content and percent of material passing through an 8-mesh sieve must be such that the multiplication of these specifications will be equal to or in excess of 0.7200. If the ground limestone will not qualify with respect to either fineness or calcium carbonate content, or both, the county committee must require a correspondingly greater amount of material.

(b) **One ton of byproduct of lead mines** with the lead separated by the watertable method and the sludge ground so that 90 percent will pass through an 8-mesh sieve and the product must contain a minimum of 80 percent calcium carbonate.

(c) **One ton of #2 limestone** containing calcium and magnesium carbonate equivalent to not less than 65 percent of calcium carbonate.

(d) **One ton of calcium carbide refuse lime** containing at least 80 percent of calcium carbonate and testing not more than 35 percent moisture at the shipping point. A correspondingly greater amount of material must be required if the material does not meet the specifications.

(e) **One cubic yard of marl.**

(f) **One ton of blast furnace slag.**

(g) **One cubic yard of sugar beet refuse lime.**

(h) **One cubic yard of water-softening process lime.**

(i) **One ton of commercial burnt lime.**

(j) **One ton of hydrated lime.**

(24) **Fertilizers.**—Application of **superphosphate, rock phosphate, colloidal phosphate, or potash**, when such material is applied (1) to **new seedings** of biennial or perennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture (no credit will be given for materials furnished by the Agricultural Adjustment Agency applied to a seeding if wheat is used as a nurse crop); (2) to **old stands** of biennial and perennial legumes, perennial grasses or permanent pasture, provided the acreage on which such applications are made is not devoted to, cultivated for, or plowed for any other crop during the program year; and (3) to **green manure crops** in orchards.

(a) Application of superphosphate or defluorinated phosphate rock.—\$4.75 per 100 lbs. of available P_2O_5 .

(b) Application of rock phosphate or colloidal phosphate.—\$0.55 per 100 lbs.

(c) Application of potash.—\$3.25 per 100 lbs. of available K_2O .

(d) 100 lbs. of 0-9-27_____ \$1.30

(e) 100 lbs. of 0-10-20_____ 1.10

(f) 100 lbs. of 0-12-12_____ .95

(g) 100 lbs. of 0-14-7_____ .90

(h) 100 lbs. of 0-14-14_____ 1.10

(i) 100 lbs. of 0-18-0_____ .85

(j) 100 lbs. of 0-19-0_____ .90

(k) 100 lbs. of 0-20-0_____ .95

(l) 100 lbs. of 0-20-10_____ 1.25

(m) 100 lbs. of 0-20-20_____ 1.60

(n) 100 lbs. of 2-12-6_____ \$0.75

(o) 100 lbs. of 2-16-8_____ 1.00

(p) 100 lbs. of 3-9-18_____ 1.00

(q) 100 lbs. of 3-12-12_____ .95

(r) 100 lbs. of 3-18-9_____ 1.15

(s) 100 lbs. of 4-10-6_____ .65

(t) 100 lbs. of 4-16-0_____ .75

(u) 100 lbs. of 8-8-8_____ .65

(v) 100 lbs. of 10-6-4_____ .40

C. DEFINITIONS

(1) **Farm.**—Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:

(a) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Agency, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other lands; and

(b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

(c) A farm shall be regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county in which the major portion of the farm is located.

(2) **Cropland.**—Cropland means farm land which in 1944 was tilled or was in regular rotation, excluding any land which constitutes, or will constitute if such tillage is continued, a wind-erosion hazard to the community, and excluding also any land in commercial orchards.

(3) **Noncrop open pasture land.**—Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number or grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.

(4) **Commercial orchards.**—Commercial orchards means the acreage on the farm in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits (excluding nonbearing orchards and vineyards), from which the major portion of the production is normally sold.

(5) **Person.**—Person means an individual, partnership, association, corporation, estate, or trust, or other business enterprise or other legal entity, and, wherever applicable, a State, a political subdivision of a State, or any agency thereof.

(6) **Producer.**—Producer means any person who as landlord, tenant, or sharecropper, participates in the operation of a farm.

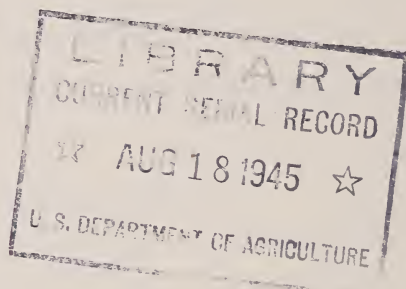
D. NONCROP OPEN PASTURE RATES TO BE USED IN COMPUTING FARM ALLOWANCES

County:	Rate per acre (cents)	County:	Rate per acre (cents)	County:	Rate per acre (cents)
Adams	19	Gallatin	14	Macoupin	18
Alexander	16	Greene	16	Madison	18
Bond	17	Grundy	21	Marion	16
Boone	20	Hamilton	15	Marshall	20
Brown	18	Hancock	20	Mason	16
Bureau	19	Hardin	11	Massac	13
Calhoun	17	Henderson	15	Menard	19
Carroll	19	Henry	18	Mercer	19
Cass	18	Iroquois	20	Monroe	18
Champaign	24	Jackson	14	Montgomery	18
Christian	22	Jasper	17	Morgan	18
Clark	17	Jefferson	17	Moultrie	23
Clay	16	Jersey	17	Ogle	20
Clinton	18	Jo Daviess	18	Peoria	19
Coles	22	Johnson	11	Perry	17
Cook	19	Kane	19	Piatt	24
Crawford	18	Kankakee	16	Pike	18
Cumberland	17	Kendall	22	Pope	12
De Kalb	22	Knox	19	Pulaski	16
De Witt	22	Lake	18	Putnam	21
Douglas	24	La Salle	22	Randolph	17
Du Page	20	Lawrence	17	Richland	16
Edgar	21	Lee	20	Rock Island	17
Edwards	16	Livingston	19	St. Clair	19
Effingham	17	Logan	23	Saline	15
Fayette	17	McDonough	22	Sangamon	22
Ford	23	McHenry	17	Schuyler	19
Franklin	18	McLean	22	Scott	18
Fulton	19	Macon	22	Shelby	21

County :	Rate per acre (cents)	County :	Rate per acre (cents)	County :	Rate per acre (cents)
Stephenson -----	21	Wabash -----	19	Whiteside -----	17
Stark -----	20	Warren -----	22	Will -----	20
Tazewell -----	19	Washington -----	18	Williamson -----	16
Union -----	14	Wayne -----	15	Winnebago -----	19
Vermillion -----	22	White -----	17	Woodford -----	21

E. POOLING OF PRACTICE ALLOWANCE

Producers in any local area may agree in writing, with the approval of the State Committee, to combine all or any part of their farm allowances for the performance of practice No. (18), Farm Ditches, provided their farms are benefited by the construction of the ditches. For purposes of payment, the practice carried out under an approved written pooling agreement will be regarded as having been carried out on the farms of the producers who performed the practice.



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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

Washington, D. C.

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTH CENTRAL REGION

OHIO COMMITTEEMAN'S PRACTICE HANDBOOK

The 1945 Farm Program is designed to assist the farmers of Ohio to the fullest possible extent in protecting their soils against damage from erosion and loss of fertility.

The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the farm allowance will be used most effectively to bring about increased conservation, or the county committee may specify for any group of farms a proportion of the farm allowance which may be earned only by carrying out certain designated practices which are very much needed.

A. CONSERVATION PRACTICE ALLOWANCE

The practice allowance is the maximum amount of payment that may be made for carrying out approved conservation practices.

(1) The allowance for the special Tree Planting, and Tree Maintenance practices shall be \$15.00, plus any portion of the regular practice allowance determined under item (2) below, which is not earned by the performance of regular practices.

(2) The allowance for regular practices shall be the sum of the following, or \$15.00, whichever is greater:

- (a) 50 cents times the acreage classified as cropland.
- (b) 20 cents times the acreage classified as noncrop open pasture.
- (c) \$1.00 times the acreage classified as commercial orchards.
- (d) 50 cents times the acreage classified as the normal commercial vegetable acreage for the farm.

B. CONSERVATION PRACTICES

The practices available for 1945 are those which are most needed in order to conserve and improve soil fertility, improve pasture land, prevent wind and water erosion, and promote conservation and better utilization of water. Assistance will be available through the conservation practices allowance for carrying out the following practices during the program year January 1, 1945, through December 31, 1945. To qualify for payment, each practice must be carried out in accordance with the specifications for that practice and be in keeping with good farming practices for the locality.

The total extent of any practice performance shall be reduced for purposes of payment by the percentage of the total cost of the practice which the county committee determines was furnished by a State or Federal agency. The extent of any practice shall not be reduced because a portion of the cost is represented by materials or services furnished by the A. A. A. or equipment furnished by S. C. S., or ma-

terials or services furnished by an agency of a State or political subdivision thereof to another agency or political subdivision of the same State, or trees purchased from a Clark-McNary Cooperative State Nursery.

All **special practices** listed under this section are designated by asterisks (**). Practices not designated as special practices will be considered as **regular practices**.

(1) **Contouring intertilled crops.**—Contour farming of intertilled crops on sloping land, provided the crop stubble is left on the land or a good stand of a winter cover crop is obtained. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping practice. No credit will be given for this practice on land with less than a 2-percent slope.—**\$1.50 per acre.**

(2) **Contour seeding.**—Contour seeding of small grain crops, sorghums, Sudan grass, millett or soybeans on sloping land. All operations in connection with the seeding must be on the contour. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Stripcropping practice.—**\$0.50 per acre.**

(3) **Establishing contour stripcropping.**—By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour, provided: (1) the strips are approximately the same width; (2) the strips are not less than 2 rods nor more than 10 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. Buffer strips must be at least 1 rod in width.—**\$2.50 per acre.**

(4) **Maintaining contour stripcropping.**—Maintaining contour stripcropping previously established, by growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour, provided: (1) the strips are approximately the same width; (2) the strips are not less than 2 rods nor more than 10 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. When in the normal course of crop rotation it is necessary to have two adjacent strips of sown, close-drilled, or sod crops, payment will be made for the entire field. Buffer strips must be at least 1 rod in width.—**\$1 per acre.**

(5) **Field stripcropping to control water erosion.**—By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, provided: (1) the strips are approximately parallel and are laid out across the general slope; (2) the strips are approximately the same width; (3) the strips are not less than 2 rods nor more than 10 rods in width; and (4) the crop stubble is left standing or a good stand of a winter cover crop is obtained. No credit will be given for this practice on land which has a slope of less than 2 percent. Buffer strips must be at least 1 rod in width.—**\$0.50 per acre.**

(6) **Standard and diversion terraces.**—With prior approval of the county committee, construction of standard and diversion terraces for which proper outlets are provided. The terraces and outlets should be constructed to conform with specifications for standard and diver-

sion terraces for the area as recommended by the U. S. Department of Agriculture.—\$1 per 100 lin. ft.

(7) **Establishing sod waterways.**—Establishing a permanent sod waterway on any crop land where a permanent vegetative cover is necessary in a waterway channel or terrace outlet, or in cultivated orchards. The channel of the waterway must be sufficiently wide to carry the run-off from the drainage area and must be at least 10 feet wide at the narrowest point and the edges broken sufficiently to prevent edge erosion. The channel must contain perennial grasses, and a good vegetative growth must be obtained.—\$0.75 per 1,000 sq. ft.

(8) **Maintaining sod waterways.**—Maintaining an established sod waterway at least 10 feet wide at the narrowest point in a field which is devoted to intertilled crops, by lifting the plow when the waterway is crossed, mowing, sodding or reseeding breaks in the sod, protecting from damage by livestock, and by use of other practices necessary to maintain a good vegetative cover. No credit will be given for this practice for any waterway for which credit is given under Practice (7).—\$0.25 per 1,000 sq. ft.

(9) **Seeding of depleted pasture on land designated as noncrop open pasture.**—Limestone and fertilizers must be applied as needed and the land must be disked or springtoothed sufficiently to prepare a good seedbed:

(a) Seedings of lespedeza.—\$0.10 per lb.

(b) Seedings of Ladino clover or southern grown white clover or a mixture of these crops. Bluegrass seed may be included, but no payment will be made for the bluegrass in the mixture.—\$0.40 per lb.

(c) Seedings of biennial and perennial legumes and perennial grasses which must contain at least 4 lbs. of alfalfa seed per acre. The part of the weight of the mixture which is sweet clover, timothy, or redtop is not eligible for payment.—\$0.25 per lb.

(d) Seeding of a mixture of biennial and perennial legumes and perennial grasses which may include sweet clover, timothy, and redtop.—\$0.20 per lb.

(10) **Preparation for the seeding of perennial legumes or grasses on land designated as noncrop open pasture.**—By disking or springtoothing to insure a thicker stand and a better growth of the newly seeded legumes and grasses. Credit will be given only if used in connection with Practice No. (9).—\$0.75 per acre.

(11) **Mowing weeds.**—Mowing weeds on pasture land a sufficient number of times during the growing season to prevent weed seed formation and improve the stand of grass or legumes. No hay or seed crop may be taken from the land.—\$0.50 per acre per mowing.

(12) **Dams for livestock water.**—With prior approval of the county committee, construction of earthen, concrete, or masonry dams and reservoirs for the purpose of providing water for livestock. Earthen dams must be constructed with minimum slopes of 3 to 1 on the upstream side and 2 to 1 on the downstream side, and must have a crown width of one foot for every foot in height of fill, but not exceeding 10 feet. Dams of 10 feet or less in height must have a minimum free board of 3 feet. Dams over 10 feet in height must have a minimum free board of 4 feet. Spillways must be of sufficient width to carry the expected overflow from the drainage area. The water in the pond must be at least 4 feet deep at the deepest point.

- (a) For earth or other material moved—\$0.12 per cu. yd.
- (b) For concrete or masonry—\$9 per cu. yd.
- (c) For rubble masonry—\$6 per cu. yd.

(13) **Green manure crops.**—Disking or plowing under a good stand and a good growth of the following crops. If the land is subject to erosion and the green manure crop is plowed down in the fall, the land must be protected by a winter cover crop.—\$1.50 per acre:

- (a) Winter rye, winter barley, winter vetch, crimson clover, and ryegrass, seeded in the fall of 1944, except that acreage for which a 1944 winter cover crop practice payment was made.
- (b) Sweet clover.

(14) **Harvesting hayseed.**—Harvesting for seed an acreage of alfalfa, red clover, alsike, white clover, sweet clover, and brome grass. Credit will not be given for more than 25 acres per farm.—\$3.50 per acre.

(15) **Farm ditches.**—With prior approval of the county committee, construction or cleaning out of farm ditches (except ditches constructed or maintained by a drainage district), including lateral and lead ditches, for which proper outlets are provided, and adequate provision is made for entrance of water into and out of the ditches. The ditches must have sufficient capacity to remove the normal excess surface water. When ditches are constructed under an approved Pooling Agreement the \$5.00 per 100 lin. ft. limitation will be removed.—\$0.08 per cu. yd. of material moved, but not in excess of \$5 per 100 lin. ft.

(16) **Ditches for tile drainage.**—With prior approval of the county committee, excavation for the purpose of installation of tile drains, provided the size of tile, outlets, and gradient meet the specifications for standard drainage as recommended by the Department of Agriculture. No credit will be given if the tile lines are to be used for any purpose other than the draining of agricultural land.—\$0.40 per rod.

(17) **Weed control.**—With prior approval of the county committee, eradication of effective control of seriously infested plots of **Canada thistle**, and **European bindweed**. Payment for this practice may be approved only on farms where approved weed control measures are being carried out on all adjacent infested farms and contiguous land, where the infestation is limited to a single farm, or where the county committee determines that there is no likelihood of reinfestation from adjacent or contiguous land:

- (a) By use of sodium chlorate or other chemicals.—\$0.10 per lb.
- (b) By clean tillage.—\$10 per acre.

(18) ****Tree planting.**—Prior approval of the site and of the variety of the tree to be planted must be obtained from the county committee. The plantings must be made in accordance with good tree culture and the new planting must be protected from fire and grazing. The following varieties of trees may be approved for payment provided they are adapted to the particular soil type, climatic conditions, moisture conditions, and site: Yellow poplar, sugar maple, basswood, green oak, black walnut, black locust, hardy catalpa, eastern white pine, shortleaf pine, Virginia pine, pitch pine, eastern red clover, walnut, butternut, shagbark hickory, mockernut hickory, pignut hickory,

white oak, red oak, black oak, red maple, white ash, green ash, red pine, and Scotch pine.

(a) Planting for forest purposes or gully control—\$1 per 100 trees, but not in excess of \$7.50 per acre.

(b) Planting for windbreak purposes.—\$2 per 100 trees.

(19) ****Tree maintenance.**—Maintaining for forest purposes, a good stand of at least 500 trees per acre, or for windbreak purposes, a good stand of at least 250 trees per acre, which have been planted between January 1, 1940, and January 1, 1945, by cultivating sufficiently to control other vegetation, protecting from fire and grazing, and replanting if necessary.—\$3 per acre.

(20) **Mulching materials.**—Application of small grain straw, bean straw, shredded corn stover, ground corn cobs, sawdust, clover or grass hay, and crop residue obtained from harvesting legumes or grass for seed, in commercial orchards, in vineyards, on commercial vegetable, on potato land, or on strawberries or other small fruit.—\$4 per ton.

(21) **Liming materials** (credit rates are contained in NCR-901 Ohio, Suppl. 1).—Application of the following materials:

(a) **One ton of agricultural meal, ground limestone, pulverized limestone, or superfine limestone,** containing calcium and magnesium carbonate equivalent to not less than 80 percent calcium carbonate. The material must be ground sufficiently fine so that 80 percent, including all of the finer particles obtained in the grinding process, will pass through an 8-mesh sieve and 20 percent will pass through a 100-mesh sieve. The moisture content at the time of shipment must not exceed 8 percent. The specifications for calcium carbonate content and percent of material passing through an 8-mesh sieve must be such that the multiplication of these specifications will be equal to or in excess of 0.72. If the material will not qualify with respect to either calcium carbonate equivalent or fineness, or both, the county committee must require a correspondingly greater amount of material.

(b) **One ton of standard limestone** containing calcium and magnesium carbonate equivalent equal to not less than 60 percent of calcium carbonate.

(c) **One ton of calcium carbide refuse lime** containing at least 85 percent of calcium carbonate and testing not more than 25 percent moisture at the shipping point. A correspondingly greater amount of material must be required if the material does not meet these specifications.

(d) **One ton of blast furnace slag** containing 80 percent calcium carbonate equivalent and ground sufficiently so that 80 percent will pass through an 8-mesh sieve.

(e) **One cu. yd. of marl.**

(f) **One cu. yd. of sugar beet refuse lime.**

(g) **One ton of commercial burnt lime.**

(h) **One ton of home burnt lime.**

(i) **One ton of hydrated lime.**

(22) **Fertilizers.**—Application of **superphosphate, rock phosphate, or potash** when such material is applied (1) to **new seedings** of biennial or perennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture; (2) to **old stands** of biennial and perennial legumes, perennial grasses, or permanent pasture, provided the acreage on which such applications are made is not devoted to, cultivated for, or plowed for any other crop during the program year. (No credit will be given for materials furnished by the Agricultural

Adjustment Agency applied to a seeding if wheat is used as a nurse crop) and (3) to **green manure crops** in orchards:

- | | |
|---|------------------------------------|
| (a) Application of superphosphate or defluorinated phosphate rock—\$4.70 per 100 lbs. of available P_2O_5 . | (j) 100 pounds of 0-19-0.—\$0.90. |
| (b) Application of rock phosphate—\$0.60 per 100 lbs. | (k) 100 pounds of 0-20-0.—\$0.95. |
| (c) Application of potash.—\$3.25 per 100 lbs. of available K_2O . | (l) 100 pounds of 0-20-10.—\$1.25. |
| (d) 100 pounds of 0-9-27.—\$1.30. | (m) 100 pounds of 0-20-20.—\$1.60. |
| (e) 100 pounds of 0-10-20.—\$1.10. | (n) 100 pounds of 2-12-6.—\$0.75. |
| (f) 100 pounds of 0-12-12.—\$0.95. | (o) 100 pounds of 3-9-18.—\$1.00. |
| (g) 100 pounds of 0-14-7.—\$0.90. | (p) 100 pounds of 3-12-12.—\$0.95. |
| (h) 100 pounds of 0-14-14.—\$1.10. | (q) 100 pounds of 3-18-9.—\$1.15. |
| (i) 100 pounds of 0-18-0.—\$0.85. | (r) 100 pounds of 4-10-8.—\$0.65. |
| | (s) 100 pounds of 4-16-0.—\$0.75. |
| | (t) 100 pounds of 5-10-10.—\$0.80. |
| | (u) 100 pounds of 8-8-8.—\$0.65. |
| | (v) 100 pounds of 10-6-4.—\$0.40. |

C. DEFINITIONS

(1) **Farms.**—Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:

(a) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Agency, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with work stock, farm machinery, and labor substantially separate from that for any other lands; and

(b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

(c) A farm shall be regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county in which the major portion of the farm is located.

(2) **Cropland.**—Cropland means farm land which in 1944 was tilled or was in regular rotation, excluding any land which constitutes, or will constitute if such tillage is continued, a wind-erosion hazard to the community, and excluding also, any land in commercial orchards.

(3) **Noncrop open pasture land.**—Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number or grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.

(4) **Commercial orchards.**—Commercial orchards means the acreage on the farm in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits (excluding nonbearing orchards and vineyards), from which the major portion of the production is normally sold.

(5) **Normal commercial vegetable acreage.**—The normal commercial vegetable acreage for the farm means the acreage of vegetables or truck crops of which the principal part of the production is sold to persons not living on the farm, including the acreage of sweet potatoes, tomatoes, sweet corn, melons, cantaloupes, strawberries, and commercial bulbs and flowers. The only vegetable or truck crops not included are peas or sweet corn for processing, artichokes for other use than vegetables, and Irish potatoes.

(6) **Person.**—Person means an individual, partnership, association, corporation, estate, or trust, or other business enterprise or other legal entity, and, wherever applicable, a State, a political subdivision of a State, or any agency thereof.

(7) **Producer.**—Producer means any person who as landlord, tenant, or sharecropper, participates in the operation of a farm.

D. POOLING OF PRACTICE ALLOWANCE

Producers in any local area may agree in writing, with the approval of the State committee, to combine all or any part of their farm allowance for the performance of Practice No. (15) Farm Ditches, provided their farms are benefited by the construction of the ditches. For purposes of payment the practice carried out under an approved written pooling agreement will be regarded as having been carried out on the farms of the producers who performed the practice.

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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

Washington, D. C.

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTH CENTRAL REGION

**INSTRUCTIONS FOR COMPLETING THE 1945 FARM
PLAN—NEBRASKA**

The purpose of the 1945 Farm Plan is to acquaint farmers with the 1945 conservation practices, to inform farmers of the crop and livestock requirements for the year, and to obtain farmer's intentions with respect to participation in the 1945 Agricultural Conservation Program. It shall be understood that the information relative to crop and livestock production given to a committeeman is to be treated as confidential. The information pertaining to any individual farm will remain in the custody of the A. A. A. and will be used only for the purposes of the Agricultural Conservation Program.

PREPARATION OF THE FARM PLAN IN THE COUNTY OFFICE

The identity of the farm, the acreage of cropland, noncrop open pasture, commercial orchards, and the names and addresses of the owner and operator will be entered in the spaces provided in the heading of the form.

Section I.—The conservation practice allowance will be entered in the space provided. This allowance will be computed on the basis of the acreage data transferred to the heading of this form from NCR-County No. 25. In the event the computed allowance is less than \$10.00, the entry to be made in the allowance column will be \$10.00.

Sections V and VI.—At the direction of the State committee, counties may write in the blank spaces provided, the name of any crop or livestock item, concerning which data are desired.

ENTRIES TO BE MADE BY THE COMMITTEEMAN

Changes in identity, ownership, or operation.—If the committeeman finds that the identity, ownership, or operation of a tract has changed from that indicated on the plan, he shall note full information regarding the new arrangements and return the plan to the county office for correction. In a case involving only a change in operator, obtain the 1944 data from the old operator, if possible, and get the 1945 information from the new operator or the landlord, if convenient, before returning the plan to the county office.

**SECTION I. CONSERVATION PRACTICES AND THE CONSERVATION PRACTICE
ALLOWANCE**

Each committeeman will carry a copy of the approved 1945 Practice Handbook for his state, and in addition should have a list of those practices which have been selected as being best suited to his county.

Special practices.—Under this heading are listed those practices for which credit will be given in an amount in excess of the regular al-

lowance. If the farm is adapted, the committeeman should encourage each farmer to carry out at least one of these practices.

Regular practices.—Under this heading the committeeman will enter the names of the practices, other than special practices, which the farmer plans to perform in 1945. The need for pasture improvement, the over-all problems of erosion and the insufficient supplies of grass and legume seeds should be important factors in selecting practices to earn the farm allowance.

Intended units.—Enter in this column the farmer's intentions in terms of the unit of payment as expressed in your Handbook. For instance, if a farmer plans to establish 20,000 square feet of sod waterway, the entry would be "20."

Rate per unit.—Consult the Handbook to determine the rate to be entered in this column.

Intended performance.—The entries in this column will be obtained by multiplying the entry in the "Intended Units" column by the entry in the "Rate per Unit" column. Total the column for both the special and the regular practices. If the total of the intended performance column for the regular practices is less than the regular farm allowance, the committeeman should encourage the farmer to carry out additional practices. However, the committeeman should not make entries for additional practices unless he has reason to believe the farmer will actually perform such practices.

SECTION II. RANGE MANAGEMENT PLAN AND GRAZING LAND PRACTICES

This section must be completed by all operators having over 640 acres of grazing land under their control. Payment will not be made for the following practices unless this section has been completed, approved by the county committee, and the range management plan carried out to the satisfaction of the committee: Dams for Livestock Water, Development of Springs or Seeps, Wells, Rotation Grazing, Seeding of Depleted Noncrop Open Pasture, and Mowing Weeds.

Acreage grazing land.—Enter the total acreage of grazing land in the unit.

Animal units on hand.—Enter the total number of animal units on hand at the time this section is completed.

Estimated carrying capacity.—Enter the total number of animal units which the rancher and the committeeman believe the acreage entered for "Acreage Grazing Land" will sustain during the normal grazing season.

Hay supplies for supplemental feeding.—The committeeman will enter an estimate of the total tonnage of hay available to the operator for supplemental feeding.

Recommended changes in range management.—The committeeman will review the grazing capacity, the animal units on hand, and hay supplies before entering his recommendations for any changes in the operator's range management which he believes are necessary to insure proper use of the range. Recommended changes may include suggestions for proper stock numbers, rotations, reseeding, construction of wells to obtain a better distribution of the grazing, mowing, or any other practices, even though no payment can be made under the program.

Practices.—Under this heading the committeeman will enter the approved range practices which the operator plans to perform in 1945.

The "Intended Units," "Rate per Unit," and "Intended Performance" columns will be completed in the same manner as the comparable columns in Section I.

Application for approval.—The operator of the ranching unit must sign this section, and the committeeman will enter the date of signing, and will also enter his signature in the space provided, as an indication of his approval of the practices to be performed.

SECTION IV. SIGNING THE FARM PLAN

The owner or operator will enter his signature in the space provided in Section IV as an indication of his intention to participate in the 1945 Agricultural Conservation Program. The committeeman will enter the date and place his initials immediately after the figure "1945." The Farm Plan must be signed by some person interested in the operation of the farm, on or before June 1, 1945, in order for any person who will share in the payment for the farm to be eligible to receive such payment.

SECTION V. CROPS

The acreages to be entered in this section are all on a planted basis except "Soybeans for Beans" and "Tame Hay." These two exceptions will be on a harvested basis.

1944 acres.—Enter the farmer's best estimate of the acreage of each crop listed in this section.

Corn for all purposes.—This entry shall include all field corn, regardless of use, including silage corn.

Soybeans for beans.—This entry shall include only the acreage harvested for beans.

Wheat planted.—This entry shall include all wheat planted, regardless of use, including wheat used as pasture or green manure, or volunteer wheat harvested for grain.

All sorghums.—This entry will include both sweet and grain sorghums used for any purpose, but excluding sorghums for syrup.

Tame hay harvested.—This entry shall include only the acreage cut for hay.

1944 yield per acre.—Enter the farmer's estimate of the average yield per acre for all crops listed in this section. The yield figure for corn shall take into consideration the yield obtained on that portion of the total acreage which was harvested by some means other than picking or shredding. The entry for soybeans shall be the average yield on the acreage harvested for beans. The yield figure for wheat should be an estimate of the average yield from the total acreage harvested, including that acreage from which the wheat was cut and fed unthreshed.

1945 intentions.—In completing the 1945 intentions the committeeman shall keep in mind the relative need for the crop as evidenced by the goal established for the State or county, the ability of the farm and the farmer to produce, and such factors as labor, equipment, and the 1944 acreage grown on the farm. The 1945 entries will be on the same basis as the 1944 entries.

SECTION VI. LIVESTOCK AND POULTRY

Entries will be made on the basis of the farmer's best information as to all items on hand on January 1, 1945, and not on the date on which the form is completed. In the case of those items having entries for

January 1, 1946, the entry will be the farmer's estimate of his livestock and poultry numbers at the end of the 1945 calendar year.

All cattle and calves.—Include all dairy, beef and dual purpose animals of all ages.

Cows and heifers kept for milk.—Include all cows and heifers two years old and over on January 1, 1945, and on January 1, 1946, that are kept for the production of milk, including those cows kept for the sole purpose of providing milk for farm families.

All sheep and lambs.—Include all sheep and lambs of all ages.

Hens and pullets kept for laying.—Include all hens and pullets of all breeds that are kept on the farm for laying purposes. Do not include young chickens.

Sows farrowed—spring.—Include in the 1944 entry all sows that farrowed between December 1, 1943, and June 1, 1944. The corresponding six-month period will be used in entering the 1945 intentions.

Sows farrowed—fall.—Include all sows that farrowed between June 1, 1944, and December 1, 1944, in the 1944 entry. The corresponding six-month period will be used in making the 1945 entry.

DISPOSITION OF THE FARM PLAN

The carbon copy of the completed Farm Plan will be left with the farmer except those plans which must be returned to the county office for county committee's approval of the Range Management Plan, and the original of the plan will be forwarded to the county office by the committeeman as soon as possible. The committeeman should invite the farmer's attention to the list of practices printed on the back of the carbon copy of the form, and impress upon the farmer the need for keeping a record of his performance.

COUNTY OFFICE WORK AFTER THE FARM PLANS ARE RETURNED BY THE COMMITTEEMAN

A separate set of instructions will be issued if summarization of the data obtained on the Farm Plan is required. No copies of the plan will be mailed to landlords except upon specific request, and the original of the form will be maintained in the county office for use at performance time.

SECTION III. COUNTY COMMITTEE APPROVAL OF THE RANGE MANAGEMENT PLAN

The county committee will review the information entered in Section II, and if in their opinion, the practices to be performed and the suggested changes in management comprise a satisfactory range management plan, the member will sign his name and enter the date. The signing of this section by the county committeeman will also constitute approval of the range practices to be carried out. The carbon copy of the Farm Plan will be mailed to the operator of the ranching unit.

APPEALS

Any person interested in the payment which may be made with respect to the farm may appeal in the usual manner in regard to any factor affecting the determination of the farm allowance. Errors will be corrected at any time, but appeals concerning the classification of land must be made within 15 days after the date on which the Farm Plan was signed.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
Washington, D. C.

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTH CENTRAL REGION

NEBRASKA COMMITTEEMAN'S PRACTICE HANDBOOK

The 1945 Farm Program is designed to assist the farmers of Nebraska to the fullest possible extent in protecting their soils against damage from erosion and loss of fertility.

The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the farm allowance will be used most effectively to bring about increased conservation, or the county committee may specify for any group of farms a proportion of the farm allowance which may be earned only by carrying out certain designated practices which are very much needed.

A. CONSERVATION PRACTICE ALLOWANCE

The practice allowance is the maximum amount of payment that may be made for carrying out approved conservation practices.

(1) The allowance for the following special practices shall be an amount equal to 30 percent of the regular allowance determined under item (2) below, plus any portion of the regular allowance which is not earned by the performance of regular practices. Contouring Intertilled Crops, Establishment of Sod Waterways, Dams for Livestock Water or Erosion Control, Weed Control, and Leveling Land for Irrigation.

(2) The allowance for regular practices shall be the sum of the following or \$10.00, whichever is greater:

- (a) 50 cents times the acreage classified as cropland.
- (b) An amount for noncrop open pasture determined as follows:
 - (1) For farms having 2,000 acres or less of noncrop open pasture, multiply the acreage of noncrop open pasture by the larger of the county rate or 8 cents.
 - (2) For farms having over 2,000 acres of noncrop open pasture, the allowance will be the larger of \$160.00 or the acreage of noncrop open pasture times the county rate.
- (c) 50 cents times the acreage classified as commercial orchards.

B. CONSERVATION PRACTICES

The practices available for 1945 are those which are most needed in order to conserve and improve soil fertility, improve pasture land, prevent wind and water erosion, and promote conservation and better utilization of water. Assistance will be available through the conservation practice allowance for carrying out the following practices during the program year January 1, 1945, through December 31, 1945. To qualify for payment, each practice must be carried out in accord-

ance with the specifications for that practice and be in keeping with good farming practices for the locality.

The total extent of any practice performed shall be reduced for purposes of payment by the percentage of the total cost of the practice which the county committee determines was furnished by a State or Federal agency. The extent of any practice shall not be reduced because a portion of the cost is represented by materials or services furnished by the A. A. A., or equipment furnished by S. C. S., or materials or services furnished by an agency of a State or political subdivision thereof to another agency or political subdivision of the same State, or trees purchased from a Clark-McNary Cooperative State Nursery.

No payment will be made for the following practices on farms or ranching units having 640 acres or more of noncrop open pasture, unless an approved grazing management plan, which must be filed with the county committee, has been carried out on the farm or ranching unit: Dams for Livestock Water, Rotation Grazing, Development of Springs and Seeps, Wells, Seeding of Depleted Pasture, and Mowing.

All **special practices** listed under this section are designated by asterisks (**). Practices not designated as special practices will be considered as **regular practices**.

(1) ****Contouring intertilled crops for soil and moisture conservation.**—Contour planting of intertilled crops, provided the crop stubble is left standing or a good stand of a winter cover crop is obtained. If there is danger of erosion in waterways, such waterways must be permanently established in sod:

(a) On land with a slope of $\frac{1}{2}$ to 2 percent.—**\$0.75 per acre.**

(b) On land with a slope of 2 percent or greater.—**\$1.50 per acre.**

(2) **Contour seeding for soil and moisture conservation.**—Contour seeding of small grain, sorghums, millet and soybeans. All tillage operations in connection with the seeding must be on the contour. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the contour stripcropping practices.—**\$0.50 per acre.**

(3) **Field stripcropping to control wind erosion.**—By growing alternate strips of intertilled crops or fallow with sown, close-drilled, or sod crops; *Provided*, (1) The strips are approximately parallel and are laid out at right angles to the prevailing winds or in a continuous “S” so that winds cannot blow parallel to the rows of crops; (2) the strips are not less than 3 rods nor more than 20 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. Buffer strips must be at least 1 rod in width, if used:

(a) Where fallow strips are not used.—**\$0.50 per acre.**

(b) Where fallow strips are used.—**\$0.85 per acre.**

(4) **Standard terraces.**—With the prior approval of the county committee, construction of standard terraces for which proper outlets are provided. The terraces should be constructed to conform with specifications for standard terraces for the area as recommended by the U. S. Department of Agriculture.—**\$1 per 100 lin. ft.**

(5) **Broad-base terraces.**—With the prior approval of the county committee construction of broad-base terraces for which proper outlets are provided. To qualify for payment the terrace must have (1) a total width from the upper edge of the channel to the lower edge of the ridge of 32 feet or more; (2) the distance from the upper edge of the channel to the deepest section of the channel must be 10 feet or more; (3) the distance from the channel bottom to the crest of the ridge must be 12 feet or more; (4) the distance from the center of the ridge to the lower edge of the ridge must be 10 feet or more; and (5) the width of the channel and the width of the top of the terrace ridge must be 4 feet or more.—**\$1.50 per 100 lin. ft.**

(6) **Rip-rap.**—Construction of rip-rap of rock or willow mats along water courses for the control of erosion of farm land.—**\$0.50 per sq. yd. of exposed surface.**

(7) ****Establishing sod waterways.**—Establishing a permanent sod waterway on any cropland where a permanent vegetative cover is necessary in a waterway channel or terrace outlet, or in cultivated orchards. The channel of the waterway must be sufficiently wide to carry the run-off from the drainage area and must be at least one rod in width at the narrowest point. The channel must contain perennial grasses and a good sod-forming vegetative growth must be obtained.—**\$0.75 per 1,000 sq. ft.**

(8) **Protecting summer fallow.**—Protecting summer fallowed acreage from wind and water erosion by contour listing, pit cultivation, contour cultivation with a shovel-type implement, cultivation with a rod weeder, or any other implement approved by the county committee, and incorporating stubble and straw into the surface soil. In approval of this practice for payment, the county committee shall consider whether the cultivations were started by the date set by the State committee and whether the cultivations were continued through the season in a manner that prevented weed growth and secured a maximum amount of moisture conservation. No credit will be given for this practice for any acreage qualifying under the practice for stripcropping. No credit will be given for this practice if the acreage to be summer fallowed has been burned.—**\$1.25 per acre.**

(9) **Seeding of depleted pasture on land designated as noncrop open pasture.**—

(a) Seedings consisting solely of timothy, red top, sweet clover, or a mixture of such crops.—**\$0.10 per lb.**

(b) Seedings consisting of adapted pasture grasses with perennial or biennial legumes (except sweet clover), or approved pasture mixtures.—**\$0.25 per lb.**

(10) **Mowing weeds.**—Mowing weeds on pasture land a sufficient number of times during the growing season to prevent weed seed formation and improve the stand of grasses or legumes, and by carrying out such other pasture improvement practices as the county committee may require. No hay or seed crop may be taken from the acreage.—**\$0.50 per mowing per acre.**

(11) **Rotation grazing.**—(Applicable only on farms or ranching units having 640 acres or more of noncrop open pasture.) Natural re-seeding of noncrop open pasture normally grazed during the grazing season by withholding 25 percent of the noncrop open pasture on the ranch or farm from grazing for the period May 15, 1945 to August 31,

1945. The area to be kept free from grazing must be fenced, and the fence maintained sufficiently to prevent the entry of livestock. The remaining noncrop open pasture in the operating unit must not be pastured to such an extent that it will decrease the stand of grass or injure the forage, tree growth, or watershed.

This practice shall not be approved on grassland which is included within the same boundary with cropland. An area which does not have an available supply of stock water will not be considered normal grazing land. This practice shall not be approved on an area deferred in 1943 or 1944 unless nongrazing of such area again in 1945 would be of material benefit.

This practice shall not be approved for any operator unless he has sufficient livestock to be considered a bona fide livestock operator. If any hay is cut within the boundaries of the deferred area, there will be deducted from the deferred area the acreage on which hay is cut. The operator must submit to the county committee in writing the designation of the nongrazing area before starting the practice.

The rate of payment will be 50 percent of the practice allowance computed with respect to noncrop open pasture, except that if grazing is deferred on less than 25 percent of the noncrop open pasture, a proportionate payment will be made.

(12) ****Dams for livestock water or erosion control.**—Construction of earthen, concrete or masonry dams and reservoirs, including enlargement of inadequate earthen structures. Earthen dams to be used for livestock water must be staked out for prior approval by the county committee before starting construction of the dam. Such a dam must then be constructed with minimum slopes of 3 to 1 on the upstream side and 2 to 1 on the downstream side, and must have a crown width of one foot for every foot in height of fill, but not exceeding 10 feet. Dams 10 feet or less in height must have a minimum free board of 3 feet. Dams over 10 feet in height must have a minimum free board of 4 feet. Spillways must be of sufficient width to carry the expected overflow for the drainage area. Trickle tubes must be installed if necessary.

Fills for the repair of broken dams constructed under previous programs should not be approved for payment in 1945. However, the county committee may require that such dams be repaired before other practices are approved for payment. Masonry dams must have a sufficiently large weir and a spillway adequate to carry the expected overflow from the drainage area.

(a) For earth or other material moved for each development:

Not in excess of 2,000 cu. yds.—\$0.12 per cu. yd.

In excess of 2,000 cu. yds.—\$0.10 per cu. yd.

(b) For concrete or masonry used in the development.—\$9 per cu. yd.

(c) For rubble masonry.—\$6 per cu. yd.

(13) **Harvesting hayseed.**—Harvesting for seed an acreage of alfalfa, red clover, alsike clover, white clover, sweet clover, bromegrass, buffalo grass, gramma grasses, and bluestems. The following minimum yields per acre must be obtained to qualify for credit; for buffalo grass, 25 lbs. of seed in the burr; for gramma grasses and bluestems, 50 lbs. of uncleaned seed. Credit will not be given for more than 25 acres per farm.—\$3.50 per acre.

(14) ****Weed control.**—With prior approval of the county committee, eradication or effective control of seriously infested plots of the following perennial noxious weeds: **Bindweed, leafy spurge, Canada thistle, perennial pepper grass and Russian snapweed.** Payment for this practice may be approved only on farms where approved weed control measures are being carried out on all adjacent infested farms and contiguous land, where the infestation is limited to a single farm, or where the county committee determines that there is no likelihood of reinfestation from adjacent or contiguous land:

(a) By use of sodium chlorate or other chemicals.—**\$0.10 per lb.**

(b) By clean tillage.—**\$10 per acre.**

(c) By clean tillage of land which was clean-tilled under the weed control practice in 1944 and was followed in the fall of 1944 by winter rye or winter wheat, and 1945 tillage operations were begun immediately after the 1945 rye or wheat crop was harvested and continued until seeding time or frost.—**\$2.50 per acre.**

(15) **Go-down crops.**—Protecting the soil from wind and water erosion by the use of go-down crops, provided a good vegetative growth is obtained, and the crop is not pastured or harvested for hay, grain, seed, or forage, or otherwise taken from the land.

(a) In commercial orchards, oats, barley, rye, annual rye grass, wheat, or mixtures of any of these crops.—**\$1.50 per acre.**

(b) On land where go-down crops are necessary for the protection of adjacent cropland. Sudan grass, millet, sweet sorghums, or winter rye seeded in the fall of 1944 at the normal rate of seeding for grain. No credit will be given for a rye go-down crop if a 1944 winter cover crop payment was made for such acreage.—**\$1.50 per acre.**

(16) **Green manure crops.**—Disking, plowing under, or subsurface tilling of a good stand and a good growth of the following crops. If the land is subject to erosion and the green manure is plowed down in the fall the land must be protected by a winter cover crop.—**\$1.50 per acre:**

(a) Sweet clover.

(b) Alsike clover or red clover turned under in the fall.

(c) Winter rye seeded in the fall of 1944, except that acreage on which a 1944 winter cover crop practice payment was made.

(d) A 1945 seeding of lespedeza turned under in the fall and followed by a winter cover crop. The crop may not be pastured or cut for hay.

(17) **Farm drainage ditches.**—With prior approval of the county committee, construction or cleaning out of farm ditches (excluding ditches constructed or maintained by a drainage district), including lateral and lead ditches, for which proper outlets are provided, and adequate provision is made for entrance of water into and out of the ditches. The ditches must have sufficient capacity to remove the normal excess surface water. When ditches are constructed under an approved Pooling Agreement, the \$5.00 per 100 lin. ft. limitation may be removed.—**\$0.08 per cu. yd. of earth moved, but not in excess of \$5 per 100 lin. ft.**

(18) **Leveling land for irrigation.**—With prior approval of the county committee leveling land for irrigation in accordance with a written plan.—**\$0.08 per cu. yd. of earth moved, but not in excess of \$5 per acre.**

(19) **Listing for erosion control.**—Listing unprotected cropland at right angles to the prevailing winds, except when carried out on

protected summer fallow acreage or as part of a seeding operation.—**\$0.30 per acre.**

(20) **Spreader ditches.**—With the prior approval of the county committee, construction of ditches or dikes for the diversion and spreading of flood water on cropland, pasture land, or hay land. The gradient of the ditches must be such that there will be no erosion hazards.—**\$0.08 per cu. yd. of material moved**, but not in excess of **\$5 per 100 lin. ft.**

(21) **Protective cover.**—Leaving on the land as a protection against wind erosion, stalks of sorghums (including broom corn), and sudan grass where it is determined by the county committee that such cover is necessary, and the operator plans to leave such cover on the land until the spring of 1946. The stalks must be at least 8 inches in height if the crop was close-drilled, and at least 12 inches in height if sown as row crops. No credit will be given if the acreage has been grazed.—**\$0.35 per acre.**

(22) **Prevention of wind erosion by use of straw or hay.**—Covering blow-outs with straw or hay to prevent wind erosion and to encourage revegetation.—**\$1 per ton of material used.**

(23) **Wells.**—(Applicable only on farms having more than 640 acres of noncrop open pasture.) With prior approval of the county committee, drilling or digging wells, or deepening wells by drilling or digging, which have failed to furnish sufficient water for livestock; *Provided*, (1) A windmill or power plant is installed, except where an adequate flow is obtained without mechanical means; (2) the water is conveyed to a tank or storage reservoir; (3) the well is not developed at or for the use of ranch or farm headquarters. The operator must provide a well-driller's statement showing the depth of the well and dimensions of the casing. A representative of the State committee must give final approval of all well sites and water developments:

(a) Wells (except artesian) with casings not less than 4 inches in diameter.—**\$2 per foot.**

(b) Wells with casings less than 4 inches in diameter, or artesian wells.—**\$1 per foot.**

(24) **Development of springs and seeps.**—With prior approval of the county committee, development of springs and seeps by excavation at the source, and making a supply of water available for livestock; *Provided*, (1) That the source is protected from trampling and at least 20 cubic feet of available water storage is provided, and (2) that the total cost of the development is not less than \$20.00. The minimum payment for a single development under this practice shall be \$15.00, and the maximum payment shall be \$200.00. This practice is applicable only where it contributes to a better distribution of livestock grazing. No payment will be made under this practice for any storage for which payment is made under the practice for dams for livestock water:

(a) Soil or gravel.—**\$0.30 per cu. ft.**

(b) Rock formation.—**\$0.50 per cu. ft.**

(25) **Tillage of cropland for water conservation and control of annual weeds.**—Cultivation of cropland, beginning as soon as possible after the harvest of a small grain crop, but not later than the date set by the State Committee, with implements that will leave the crop residue on the surface. Tillage operations should be on the contour

where necessary to control water erosion, and performed often enough to control annual weeds. No credit will be given for this practice if the acreage is devoted to a 1945 fall seeded crop.—\$0.35 per acre.

(26) **Tree planting.**—Prior approval of the site and of the variety of the tree to be planted must be obtained from the county committee. The plantings must be made in accordance with good tree culture and the new planting must be protected from fire and grazing. The following varieties of trees may be approved for payment provided they are adapted to the particular soil type, climatic conditions, moisture conditions, and site: Russian olive, American elm, Chinese elm, cottonwood, boxelder, red cedar, green ash, ponderosa pine, colorado blue spruce, black hills spruce, and Scotch pine.

(a) Planting for forest purposes or gully control.—\$1 per 100 trees, but not more than \$7.50 per acre.

(b) Planting for windbreak purposes.—\$2 per 100 trees.

(27) **Tree maintenance.**—Maintaining for forest purposes, a good stand of at least 300 trees per acre, or for windbreak purposes, a good stand of at least 250 trees per acre, which have been planted between January 1, 1940, and January 1, 1945, by cultivating sufficiently to control other vegetation, protecting from fire and grazing, and replanting if necessary.—\$3 per acre.

C. DEFINITIONS

(1) **Farm.** Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:

(a) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Agency, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor substantially separated from that for any other lands; and

(b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

(c) A farm shall be regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county in which the major portion of the farm is located.

(2) **Cropland.**—Cropland means farm land which in 1944 was tilled or was in regular rotation, excluding any land which constitutes, or will constitute if such tillage is continued, a wind-erosion hazard to the community, and excluding also, any land in commercial orchards.

(3) **Noncrop open pasture land.**—Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number of grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.

(4) **Commercial orchards.**—Commercial orchards means the acreage on the farm in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits (excluding nonbearing orchards and vineyards), from which the major portions of the production is normally sold.

(5) **Person.**—Person means an individual, partnership, association, corporation, estate, or trust, or other business enterprise or other legal

entity, and wherever applicable, a State, a political subdivision of a State, or any agency thereof.

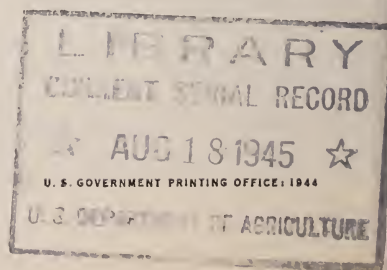
(6) **Producer.**—Producer means any person who as landlord, tenant, or sharecropper, participates in the operation of a farm.

D. NONCROP OPEN PASTURE RATES TO BE USED IN COMPUTING FARM ALLOWANCES

County	Rate per acre (cents)	County	Rate per acre (cents)	County	Rate per acre (cents)
Adams	14	Frontier	7	Nance	18
Antelope	11	Furnas	10	Nemaha	22
Arthur	7	Gage	22	Nuckolls	17
Banner	7	Garden	7	Otoe	22
Blaine	7	Garfield	7	Pawnee	22
Boone	13	Gosper	9	Perkins	7
Box Butte	7	Grant	8	Phelps	10
Boyd	8	Greeley	9	Pierce	14
Brown	7	Hall	14	Platte	19
Buffalo	13	Hamilton	18	Polk	19
Burt	22	Harlan	10	Redwillow	7
Butler	22	Hayes	7	Richardson	20
Cass	22	Hitchcock	6	Rock	7
Cedar	19	Holt	8	Saline	22
Chase	7	Hooker	7	Sarpy	22
Cherry	7	Howard	14	Saunders	22
Cheyenne	7	Jefferson	22	Scotts Bluff	7
Clay	16	Johnson	22	Seward	22
Colfax	22	Kearney	12	Sheridan	7
Cuming	22	Keith	7	Sherman	13
Custer	8	Keyapaha	7	Sioux	7
Dakota	19	Kimball	6	Stanton	18
Dawes	7	Knox	11	Thayer	18
Dawson	11	Lancaster	22	Thomas	7
Deuel	7	Lincoln	7	Thurston	22
Dixon	21	Logan	6	Valley	8
Dodge	22	Loup	7	Washington	22
Douglas	22	McPherson	6	Wayne	21
Dundy	7	Madison	16	Webster	14
Fillmore	19	Merrick	17	Wheeler	7
Franklin	11	Morrill	7	York	22

E. Pooling of practice allowances.—Producers in any local area, may agree in writing, with the approval of the State committee, to combine all or any part of their farm allowances, including the special practice allowance for Leveling Land for Irrigation and Weed Control, when such practices are performed under a pooling agreement for the performance of practices set forth in this section. For purposes of payment, practices carried out under a written Pooling Agreement will be regarded as having been carried out on the farms of the producers who performed the practices. Following are the practices which may be pooled:

- (a) Dams for livestock water or erosion control when the dams are used for erosion control.
- (b) Spreader ditches.
- (c) Weed control.
- (d) Leveling land for irrigation.
- (e) Farm drainage ditches.



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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

Washington, D. C.

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTH CENTRAL REGION

MISSOURI COMMITTEEMAN'S PRACTICE HANDBOOK

The 1945 Farm Program is designed to assist the farmers of Missouri to the fullest possible extent in protecting their soils against damage from erosion and loss of fertility.

The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the farm allowance will be used most effectively to bring about increased conservation, or the county committee may specify for any group of farms a proportion of the farm allowance which may be earned only by carrying out certain designated practices which are very much needed.

A. CONSERVATION PRACTICE ALLOWANCE

The practice allowance is the maximum amount of payment that may be made for carrying out approved conservation practices.

(1) The allowance for the special Dams or Reservoirs for Livestock Water practice shall be \$100, plus any portion of the regular allowance determined in item (3) below, which is not earned by the performance of regular practices or the special Terracing practice.

(2) The allowance for the special Terracing practice shall be 100 percent of the regular allowance determined under item (3) below, or \$50, whichever is greater, plus any portion of the regular allowance which is not earned by the performance of regular practices.

(3) The allowance for regular practices shall be the sum of the following or \$10, whichever is greater:

- (a) 50 cents times the acreage classified as cropland.
- (b) The county rate per acre for noncrop open pasture times the acreage classified as noncrop open pasture.
- (c) 50 cents times the acreage classified as commercial orchards.

B. CONSERVATION PRACTICES

The practices available for 1945 are those which are most needed in order to conserve and improve soil fertility, improve pasture land, prevent wind and water erosion, and promote conservation and better utilization of water. Assistance will be available through the conservation practice allowance for carrying out the following practices during the program year January 1, 1945, through December 31, 1945. To qualify for payment each practice must be carried out in accordance with the specifications for that practice and be in keeping with good farming practices for the locality.

The total extent of any practice performed shall be reduced for purposes of payment by the percentage of the total cost of the practice which the county committee determines was furnished by a State or Federal agency. The extent of any practice shall not be reduced because a portion of the cost is represented by materials or services furnished by the A. A. A., or equipment furnished by S. C. S., or materials or services furnished by an agency of a State or political sub-division thereof to another agency or political sub-division of the same State, or trees purchased from a Clark-McNary Cooperative State Nursery.

All **special practices** listed under this section are designated by asterisks (**). Practices not designated as special practices will be considered as **regular practices**.

(1) **Contouring intertilled crops.**—Contour farming of intertilled crops, provided the crop stubble is left standing or a good stand of a winter cover crop is obtained. Credit will not be given for this practice on land which has a slope of less than 2 percent. If there is danger of erosion in waterways, such waterways must be permanently established in sod.—**\$1.50 per acre.**

(2) **Contour seeding.**—Contour seeding, by drilling, of small grain crops, sorghums, millet, and soybeans. All operations in connection with the seeding must be on the contour. If there is danger of erosion in waterways, such waterways must be permanently established in sod—**\$0.50 per acre.**

(3) ****Standard terraces.**—With prior approval of the county committee, construction of standard terraces for which proper outlets are provided. The terraces and outlets should be constructed to conform with specifications for standard terraces for the area as recommended by the U. S. Department of Agriculture.—**\$1 per 100 lin. ft.**

(4) **Diversion terraces.**—With prior approval of the county committee, construction of diversion terraces for which proper outlets are provided. The terraces and outlets should be constructed to conform with the specifications for diversion terraces and outlets for the area as recommended by the U. S. Department of Agriculture.—**\$0.08 per cu. yd. but not in excess of \$5 per 100 lin. ft.**

(5) **Establishing sod waterways.**—Establishing a permanent sod waterway on any cropland where a permanent vegetative cover is necessary in a waterway channel or terrace outlet, or in cultivated orchards. The channel of the waterway must be sufficiently wide to carry the run-off from the drainage area and must be at least 10 feet in width at the narrowest point. The channel must contain perennial grasses and a good vegetative growth must be obtained.—**\$0.75 per 1,000 sq. ft.**

(6) **Maintaining sod waterways.**—Maintaining an established sod waterway at least 10 feet wide at the narrowest point in a field which is devoted to intertilled crops, by lifting the plow when the waterway is crossed, mowing, sodding or reseeding breaks in the sod, protecting from damage by livestock, and by use of other practices necessary to maintain good vegetative cover. No credit will be given for this practice for any waterway for which credit is given under Practice (5).—**\$0.25 per 1,000 sq. ft.**

(7) **Seeding of depleted pasture on land designated as noncrop open pasture.**—Seedings consisting of adapted pasture grasses, per-

ennial or biennial legumes and lespedeza, or approved pasture mixtures. The land must be disked or springtoothed sufficiently to insure a good stand of seeding. On land subject to erosion, the diskings or springtoothings must be across the slope.—**\$0.10 per lb.**

(8) **Mowing weeds.**—Mowing weeds on land a sufficient number of times during the growing season to prevent weed seed formation and improve the stand of grasses or legumes, and by carrying out such other pasture improvement practices as the county committee may require. No hay or seed crop may be taken from the acreage.—**\$0.50 per mowing per acre**, but not more than **\$1 per acre**.

(9) **Renovation of perennial grasses or legumes.**—By diskings or springtoothings at such periods and in such a manner as to insure a thicker stand and a better growth of the grasses or legumes. On land subject to erosion, the diskings or springtoothings must be across the slope.—**\$0.75 per acre**.

(10) ****Dams and reservoirs for livestock water.**—With prior approval of the county committee, construction of earthen, concrete, or rubble masonry dams and reservoirs for the purpose of providing water for livestock. Earthen dams must be constructed with minimum slopes of 3 to 1 on the upstream side and 2 to 1 on the downstream side, and must have a crown width of one foot for every foot in height of fill, but not exceeding 10 feet. Dams of 10 feet or less in height must have a minimum free board of 3 feet. Dams over 10 feet in height must have a minimum free board of 4 feet. To qualify for payment, a pond must be located properly, fenced to exclude livestock, and have a minimum depth of 8 feet at the deepest point, and the water must be piped out to a stockwater tank. Or, where this is impracticable, a small arm of the pond may be permitted to extend beyond the fenced area, or chutes or other means of making water available to livestock may be approved by the county committee provided such methods do not permit access of the stock to the pond proper. If the drainage area for the pond is not protected by sod or other vegetation, a protective sod strip with a minimum width of 100 feet must be established around the pond. Each pond must be protected by a spillway of adequate width to dispose of maximum expected run-off, allowing sufficient freeboard on the dam to avoid overtopping. Spillways are to be protected by a vegetative cover or by mechanical means.

The county committee must make the following determination before approving the construction of a dam or reservoir:

(1) That soil conditions at the location will insure water retention and that the site selected will provide adequate depth and storage of water with reasonable expenditure for dam construction.

(2) That the watershed area is in proper relationship to the capacity of the proposed pond.

(3) That the dam will be of sufficient height, proper design, and adequately protected from erosion.

(4) That adequate spillway is to be provided, and that such spillways will be protected by either a vegetative cover or by mechanical means:

- (a) For earth or other material moved:
Not over 2,000 cu. yd.—**\$0.15 per cu. yd.**
In excess of 2,000 cu. yd.—**\$0.10 per cu. yd.**
- (b) For concrete or masonry.—**\$9 per cu. yd.**
- (c) For rubble masonry.—**\$6 per cu. yd.**

(11) **Green manure crops.**—Disking or plowing under a good stand and a good growth of the following crops. If the land is subject to erosion, and the green manure is plowed down in the fall the land must be protected by a winter cover crop.—\$1.50 per acre.

- (a) Sweet clover or crimson clover.
- (b) Red clover turned under in the fall.
- (c) *Crotalaria* or winter vetch.
- (d) A 1945 seeding of lespedeza, turned under in the fall and followed by a winter cover crop.
- (e) Bur clover and Austrian winter peas.
- (f) Winter rye seeded in the fall of 1944 except that acreage for which a 1944 winter cover crop payment was made.

(12) **Winter cover crops.**—Establishing a winter cover crop by seeding crimson clover, bur clover, Austrian winter peas, or winter vetch. The cover crop shall be seeded early enough to obtain a protective cover. No credit will be given unless a good stand and a good vegetative growth is obtained.—\$1.50 per acre.

(13) **Farm ditches.**—With prior approval of the county committee, construction or cleaning out of farm ditches (excluding ditches constructed or maintained by a drainage district), including lateral and lead ditches, for which proper outlets are provided, and adequate provision is made for entrance of water into and out of the ditches. The ditches must have sufficient capacity to remove the normal excess surface water. When ditches are constructed under an approved Pooling Agreement, the \$5 per 100 lin. ft. limitation will be removed.—\$0.08 per cu. yd. of material moved, but not in excess of \$5 per 100 lin. ft.

(14) **Harvesting hayseed.**—Harvesting for seed an acreage of alfalfa, red clover, alsike, sweet clover, crimson clover. Credit will not be given for more than 10 acres per farm.—\$3.50 per acre.

(15) **Weed control.**—With prior approval of the county committee, eradication or effective control of seriously infested plots of **Canada thistle**, and **bindweed**. Payment for this practice may be approved only on farms where approved weed control measures are being carried out on all adjacent infested farms and contiguous land, where the infestation is limited to a single farm, or where the county committee determines that there is no likelihood of reinfestation from adjacent or contiguous land:

- (a) By use of sodium chlorate or other chemicals.—\$0.10 per lb.
- (b) By clean tillage.—\$10 per acre.

(16) **Tree planting.**—Prior approval of the site and of the variety of the tree to be planted must be obtained from the county committee. The plantings must be made in accordance with good tree culture and the new planting must be protected from fire and grazing. The following varieties of trees may be approved for payment provided they are adapted to the particular soil type, climatic conditions, moisture conditions, and site: Shortleaf pine, eastern red cedar, walnut, butternut, white ash, black walnut, and black locust:

- (a) Planting for forest purposes or gully control—\$1 per 100 trees, but not in excess of \$7.50 per acre.
- (b) Planting for windbreak purposes.—\$2 per 100 trees.

(17) **Tree maintenance.**—Maintaining for forest purposes, a good stand of at least 300 trees per acre, or for windbreak purposes, a good

stand of at least 250 trees per acre, which have been planted between January 1, 1940, and January 1, 1945, by cultivating sufficiently to control other vegetation, protecting from fire and grazing, and replanting if necessary.—\$3 per acre.

(18) **Liming materials.**—Application of the following materials:

(a) **One ton of agricultural ground limestone** containing at least 80 percent calcium carbonate equivalent, and ground sufficiently fine so that 80 percent, including all of the finer particles obtained in the grinding process, will pass through an 8-mesh sieve. The moisture content at the time of shipment must not exceed 8 percent. The specifications for calcium carbonate content and percent of material passing through an 8-mesh sieve must be such that the multiplication of these specifications will be equal to or in excess of 0.72. If the ground limestone will not qualify with respect to either fineness or calcium carbonate content, or both, the county committee must require a correspondingly greater amount of material.

(b) **One ton of byproduct of lead mines.**—The lead must be separated by the water table method and the sludge ground so that 90 percent will pass through an 8-mesh sieve and the product must contain a minimum of 80 percent calcium carbonate.

(c) **One ton of hydrated lime.**

(19) **Fertilizers.**—Application of **superphosphate, rock phosphate** or **potash**, when such material is applied (1) to **old stands** of biennial and perennial legumes, perennial grasses, or permanent pasture, provided the acreage on which such applications are made is not devoted to, cultivated for, or plowed for any other crop during the program year; (2) to **new seedings** of biennial or perennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture (no credit will be given for materials furnished by the Agricultural Adjustment Agency applied to a seeding if wheat is used as a nurse crop) and (3) to **green manure crops** in orchards.

(a) Application of superphosphate or defluorinated phosphate rock.—\$5.25 per 100 lbs. of available P_2O_5 .

(b) Application of rock phosphate.—\$0.65 per 100 lbs.

(c) Application of potash.—\$3.30 per 100 lbs. of available K_2O .

(d) 100 lbs. of 0-10-20...	\$1.20	(m) 100 lbs. of 2-12-6...	\$0.85
(e) 100 lbs. of 0-12-12...	1.05	(n) 100 lbs. of 3-9-18...	1.05
(f) 100 lbs. of 0-14-7...	.95	(o) 100 lbs. of 3-12-12...	1.05
(g) 100 lbs. of 0-14-14...	1.20	(p) 100 lbs. of 3-18-9...	1.25
(h) 100 lbs. of 0-18-0...	.95	(q) 100 lbs. of 4-10-6...	.70
(i) 100 lbs. of 0-19-0...	1.00	(r) 100 lbs. of 4-12-4...	.75
(j) 100 lbs. of 0-20-0...	1.05	(s) 100 lbs. of 4-16-0...	.85
(k) 100 lbs. of 0-20-10...	1.40	(t) 100 lbs. of 5-10-10...	.85
(l) 100 lbs. of 0-20-20...	1.70	(u) 100 lbs. of 10-6-4...	.45

C. DEFINITIONS

(1) **Farm.**—Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:

(a) Any other adjacent or nearby farm land which the county committee in accordance with instructions issued by the Agricultural Adjustment Agency, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other lands; and

(b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

(c) A farm shall be regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county in which the major portion of the farm is located.

(2) **Cropland.**—Cropland means farm land which in 1944 was tilled or was in regular rotation, excluding any land which constitutes, or will constitute if such tillage is continued, a wind-erosion hazard to the community, and excluding also, any land in commercial orchards.

(3) **Noncrop open pasture land.**—Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number of grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.

(4) **Commercial orchards.**—Commercial orchards means the acreage on the farm in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits (excluding nonbearing orchards and vineyards), from which the major portion of the production is normally sold.

(5) **Person.**—Person means an individual, partnership, association, corporation, estate, or trust, or other business enterprise or other legal entity, and, wherever applicable, a State, a political subdivision of a State, or any agency thereof.

(6) **Producer.**—Producer means any person who as landlord, tenant, or sharecropper, participates in the operation of a farm.

D. NONCROP OPEN PASTURE RATES TO BE USED IN COMPUTING FARM ALLOWANCES

County	Rate per acre (cents)	County	Rate per acre (cents)	County	Rate per acre (cents)
Adair	22	Dent	10	Mercer	22
Andrew	22	Douglas	11	Miller	12
Atchison	22	Dunklin	18	Mississippi	20
Audrain	19	Franklin	16	Moniteau	17
Barry	12	Gasconade	17	Monroe	18
Barton	17	Gentry	22	Montgomery	17
Bates	21	Greene	16	Morgan	14
Benton	14	Grundy	22	New Madrid	18
Bollinger	13	Harrison	22	Newton	17
Boone	19	Henry	22	Nodaway	23
Buchanan	22	Hickory	13	Oregon	11
Butler	15	Holt	20	Osage	16
Caldwell	21	Howard	19	Ozark	10
Callaway	18	Howell	10	Pemiscot	21
Camden	9	Iron	8	Perry	18
Cape Girardeau	19	Jackson	20	Pettis	18
Carrol	22	Jasper	17	Phelps	13
Carter	8	Jefferson	17	Pike	19
Cass	21	Johnson	21	Platte	21
Cedar	16	Knox	21	Polk	16
Chariton	21	Laclede	12	Pulaski	12
Christian	12	Lafayette	22	Putnam	22
Clark	20	Lawrence	17	Ralls	19
Clay	22	Lewis	21	Randolph	19
Clinton	22	Lincoln	18	Ray	21
Cole	18	Linn	22	Reynolds	8
Cooper	19	Livingston	22	Ripley	13
Crawford	11	McDonald	15	St. Charles	18
Dade	16	Macon	22	St. Clair	18
Dallas	13	Madison	13	St. Francois	18
Daviess	21	Maries	14	St. Louis	18
De Kalb	22	Marion	19	Ste. Genevieve	16

D. NONCROP OPEN PASTURE RATES TO BE USED IN COMPUTING FARM ALLOWANCES—Continued

County	Rate per acre (cents)	County	Rate per acre (cents)	County	Rate per acre (cents)
Saline-----	21	Stoddard-----	18	Warren-----	18
Schuyler-----	22	Stone-----	10	Washington-----	13
Scotland-----	22	Sullivan-----	22	Wayne-----	11
Scott-----	19	Taney-----	9	Webster-----	14
Shannon-----	8	Texas-----	12	Worth-----	22
Shelby-----	22	Vernon-----	18	Wright-----	14

E. POOLING OF PRACTICE ALLOWANCE

Producers in any local area may agree in writing, with the approval of the State Committee, to combine all or any part of their farm allowances for the performance of Practice No. (13) Farm Ditches, provided their farms are benefited by the construction of the ditches. For purposes of payment the practice carried out under an approved written pooling agreement will be regarded as having been carried out on the farms of the producers who performed the practice.

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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

Washington, D. C.

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTH CENTRAL REGION

MINNESOTA COMMITTEEMAN'S PRACTICE HANDBOOK

The 1945 Farm Program is designated to assist the farmers of Minnesota to the fullest possible extent in protecting their soils against damage from erosion and loss of fertility.

The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the farm allowances will be used most effectively to bring about increased conservation, or the county committee may specify for any group of farms a proportion of the farm allowances which may be earned only by carrying out certain designated practices which are very much needed.

A. CONSERVATION PRACTICE ALLOWANCE

The practice allowance is the maximum amount of payment that may be made for carrying out approved conservation practices:

(1) Except as limited by practice provisions the allowance for the following special practices shall be the extent of such practices times the approved rate: Contouring Intertilled Crops, Contour Seeding, Establishing Contour Stripcropping, Field Stripcropping, Establishing Sod Waterways, Maintaining Sod Waterways, and Clearing Farmland.

(2) The allowance for regular practices shall be the sum of the following, or \$20, whichever is greater:

(a) 55 cents times the acreage classified as cropland.

(b) The county rate per acre for noncrop open pasture times the acreage classified as noncrop open pasture.

(c) 55 cents times the acreage classified as commercial orchards.

B. CONSERVATION PRACTICES

The practices available for 1945 are those which are most needed in order to conserve and improve soil fertility, improve pasture land, prevent wind and water erosion, and promote conservation and better utilization of water. Assistance will be available through the conservation practice allowance for carrying out the following practices during the program year January 1, 1945, through December 31, 1945. To qualify for payment, each practice must be carried out in accordance with the specifications for that practice and be in keeping with good farming practices for the locality.

The total extent of any practice performed shall be reduced for purposes of payment by the percentage of the total cost of the practice which the county committee determines was furnished by a State or Federal agency. The extent of any practice shall not be reduced be-

cause a portion of the cost is represented by materials or services furnished by the A. A. A., or equipment furnished by S. C. S., or materials or services furnished by an agency of a State or political subdivision thereof to another agency or political subdivision of the same State, or trees purchased from a Clark-McNary Cooperative State Nursery.

All **special practices** listed under this section are designated by asterisks (**). Practices not designated as special practices will be considered as **regular practices**:

(1) ****Contouring intertilled crops.**—Contour farming of intertilled crops, provided the crop stubble is left standing or a good stand of a winter cover crop is obtained. Credit will not be given for this practice on land which has a slope of less than 2 percent. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping practices.—**\$1.50 per acre.**

(2) ****Contour seeding.**—Contour seeding, by drilling, of small grain crops, sorghums, millet and soybeans. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping practices. All tillage operations in connection with the seeding must be on the contour.—**\$0.50 per acre.**

(3) ****Establishing contour stripcropping.**—By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour: *Provided*, (1) The strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 9 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. Buffer strips must be at least 1 rod in width.—**\$2.50 per acre.**

(4) **Maintaining contour stripcropping.**—Maintaining contour stripcropping previously established, by growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour: *Provided*, (1) The strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 9 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. When in the normal course of crop rotation it is necessary to have two adjacent strips of sown, close-drilled, or sod crops, payment will be made for the entire field. Buffer strips must be at least 1 rod in width.—**\$1 per acre.**

(5) ****Field stripcropping to control wind erosion.**—By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops: *Provided*, (1) The strips are approximately parallel and are laid out at right angles to the prevailing winds or in a continuous “S” so that winds cannot blow parallel to the rows of crops; (2) the strips are not less than 3 rods nor more than 20 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. Buffer strips must be at least 1 rod in width.—**\$0.50 per acre.**

(6) ****Field stripcropping to control water erosion.**—By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops: *Provided*, (1) The strips are approximately the same width; (2) the strips are approximately parallel and are laid out across the

general slope; and (3) the strips are not less than 3 rods nor more than 9 rods in width; and (4) the crop stubble is left standing or a good stand of a winter cover crop is obtained. No credit will be given for this practice on land which has a slope of less than 2 percent. Buffer strips must not be less than 1 rod in width.—**\$0.50 per acre.**

(7) **Standard terraces.**—With the prior approval of the county committee, construction of standard terraces for which proper outlets are provided. The terraces should be constructed to conform with specifications for standard terraces for the area as recommended by the U. S. Department of Agriculture.—**\$1 per 100 lin. ft.**

(8) ****Establishing sod waterways.**—Establishing a permanent sod waterway on any cropland where a permanent vegetative cover is necessary in a waterway channel or terrace outlet, or in cultivated orchards. The channel of the waterway must be sufficiently wide to carry the run-off from the drainage area and must be at least one rod in width at the narrowest point. The channel must contain perennial grasses, and a good vegetative growth must be obtained.—**\$0.75 per 1,000 sq. ft.**

(9) ****Maintaining sod waterways.**—Maintaining an established sod waterway at least one rod wide in a field which is devoted to inter-tilled crops, by lifting the plow when the waterway is crossed, mowing, sodding, or reseeding breaks in the sod, protecting from damage by livestock, and by use of other practices necessary to maintain a good vegetative cover. No credit will be given for this practice for any waterway for which credit is given under Practice (8).—**\$0.25 per 1,000 sq. ft.**

(10) **Seeding of depleted pasture on land designated as non-crop open pasture:**

(a) Seedings consisting solely of timothy, red top, sweet clover, or a mixture of such crops.—**\$0.10 per lb.**

(b) Seedings consisting of adapted pasture grasses, perennial or biennial legumes (except sweet clover), or approved pasture mixtures.—**\$0.25 per lb.**

(11) **Mowing weeds.**—Mowing weeds on pasture land a sufficient number of times during the growing season to prevent weed seed formation and improve the stand of grasses or legumes, and by carrying out such other pasture improvement practices as the county committee may require. No hay or seed crop may be taken from the acreage.—**\$0.50 per mowing per acre.**

(12) **Green manure crops.**—Disking or plowing under a good stand and a good growth of the following crops. If the land is subject to erosion and the green manure crop is plowed down in the fall, the land must be protected by a winter cover crop.—**\$1.50 per acre:**

(a) Alsike or red clover turned under in the fall.

(b) Sweet clover.

(c) Buckwheat.

(d) Winter rye seeded in the fall of 1944, except that acreage for which a 1944 winter cover crop practice payment was made.

(13) **Protecting summer fallow.**—Protecting summer fallowed acreage from wind and water erosion by contour listing, pit cultivation, contour cultivation with a shovel-type implement, cultivation with a rod weeder, or any other implement approved by the county committee, incorporating stubble and straw into the soil. In approval of this practice for payment, the county committee shall consider whether the cultivations were started by the date set by the State com-

mittee, and whether the cultivations were continued through the season in a manner that prevented weed growth and secured a maximum amount of moisture conservation. No credit will be given for this practice for any acreage qualifying under the practices for Strip-cropping. No credit will be given for this practice if the acreage to be summer fallowed has been burned.—**\$1.25 per acre.**

(14) **Farm ditches.**—With prior approval of the county committee, construction or cleaning out of farm ditches (except those constructed or maintained by a drainage district), including lateral and lead ditches, for which proper outlets are provided. Adequate provision must be made for entrance of water into and out of the ditches, and the ditches must have sufficient capacity to remove the normal excess surface water. Where ditches are constructed under an approved Pooling Agreement, the \$5 per 100 lin. ft. limitation will be removed.—**\$0.08 per cu. yd. of material moved, but not in excess of \$5 per 100 lin. ft.**

(15) **Excavation of ditches for tile drainage.**—With prior approval of the county committee, excavation for the purpose of installation of tile drains, provided the size of tile, outlets, and gradient meet the specifications for standard drainage as recommended by the U. S. Department of Agriculture; not less than 75 percent of the area to be drained is cropland; and no part of the tile lines is to be used for any other purpose than the draining of agricultural land.—**\$0.40 per rod.**

(16) **Harvesting hayseed.**—Harvesting for seed an acreage of alfalfa, red clover, alsike, sweet clover, white clover, brome grass, and Reed's canary grass. Credit will not be given for more than 25 acres per farm.—**\$3.50 per acre.**

(17) **Weed control.**—With prior approval of the county committee, eradication or effective control of seriously infested plots of the following perennial noxious weeds: **Canada thistle, creeping Jenny, perennial sow thistle, and quack grass.** Payment for this practice may be approved only on farms where approved weed control measures are being carried out on all adjacent infested farms and contiguous land, where the infestation is limited to a single farm, or where the county committee determines that there is no likelihood of reinfestation from adjacent or contiguous land.

(a) By use of sodium chlorate or other chemicals (excluding borax).—**\$0.10 per lb.**

(b) By use of borax.—**\$0.03 per lb.**

(c) By clean tillage or mechanical burning (except quack grass).—**\$10 per acre.**

(d) Quack grass control by clean tillage in the following counties: Kittson, West Polk, Norman, Clay, Wilkin, and Marshall County in the townships west of East Park, New Maine, Newfolden, and New Solum.—**\$2.50 per acre.**

(e) Quack grass control by clean tillage in all other areas.—**\$5 per acre.**

(18) **Tree planting.**—Prior approval of the site and of the variety of the tree to be planted must be obtained from the county committee. The plantings must be made in accordance with good tree culture and the new planting must be protected from fire and grazing. The following varieties of trees may be approved for payment provided they are adapted to the particular soil type, climatic conditions, moisture conditions, and site: Red pine, jack pine, white spruce, eastern white pine, black spruce, tamarack, northern white cedar, sugar maple, yel-

low birch, basswood, American elm, green ash, white ash, white pine, Norway spruce, cottonwood, box elder, red oak, yellow poplar, Chinese elm, and willow.

(a) Planting for forest purposes or gully control.—\$1 per 100 trees but not in excess of \$7.50 per acre.

(b) Planting for windbreak purposes.—\$2 per 100 trees.

(19) **Tree maintenance.**—Maintaining for forest purposes, a good stand of at least 300 trees per acre, or for windbreak purposes, a good stand of at least 250 trees per acre, which have been planted between January 1, 1940, and January 1, 1945, by cultivating sufficiently to control other vegetation, protecting from fire and grazing, and replanting if necessary.—\$3 per acre.

(20) **Mulching materials.**—Application of straw, hay, or shredded corn stalks in commercial orchards, in vineyards, on commercial vegetable land, on potato land, or on strawberries or other small fruits.—\$4 per ton.

(21) **Liming materials** (credit rates are contained in NCR-901-Minn., Suppl. 1).—Application of the following materials:

(a) One ton of agricultural ground limestone containing at least 80 percent calcium carbonate equivalent, and ground sufficiently fine so that 80 percent, including all of the finer particles obtained in the grinding process, will pass through an 8-mesh sieve. The moisture content at the time of shipment must not exceed 8 percent. The specifications for calcium carbonate content and percent of material passing through an 8-mesh sieve must be such that the multiplication of these specifications will be equal to or in excess of 0.72. If the ground limestone will not qualify with respect to either fineness or calcium carbonate content, or both, the county committee must require a correspondingly greater amount of material.

(b) One ton of calcium carbide lime containing at least 80 percent of calcium carbonate and testing not more than 35 percent moisture at the shipping point. A correspondingly greater amount of material must be required if the material does not meet the specifications.

(c) One cubic yard of marl.

(d) One cubic yard of water-softening process lime.

(e) One ton of egg shells.

(f) One ton of hydrated lime.

(22) **Fertilizers.**—Application of superphosphate, rock phosphate, and potash, when such material is applied (1) to new seedings of biennial or perennial legumes, perennial grasses, winter legumes, or permanent pasture (no credit will be given for materials furnished by the Agricultural Adjustment Agency applied to a seeding if wheat is used as a nurse crop); (2) to old stands of biennial and perennial legumes, perennial grasses, or permanent pasture, provided the acreage on which such applications are made is not devoted to, cultivated for, or plowed for any other crop during the program year; and (3) to green manure crops in orchards.

(a) Application of superphosphate or defluorinated phosphate rock.—\$5.50 per 100 lbs. of available P_2O_5 .

(b) Application of rock phosphate.—\$0.75 per 100 lbs.

(c) Application of potash.—\$3.35 per 100 lbs of available K_2O .

(d) 100 lbs. of 0-9-27----- \$1.40

(e) 100 lbs. of 0-10-20----- 1.20

(f) 100 lbs. of 0-12-12----- 1.05

(g) 100 lbs. of 0-12-24----- 1.45

(h) 100 lbs. of 0-12-36----- 1.85

(i) 100 lbs. of 0-14-7----- 1.00

(j) 100 lbs. of 0-14-14----- 1.25

(k) 100 lbs. of 0-18-0----- 1.00

(l) 100 lbs. of 0-19-0----- \$1.05

(m) 100 lbs. of 0-20-0----- 1.10

(n) 100 lbs. of 0-20-10----- 1.45

(o) 100 lbs. of 0-20-20----- 1.75

(p) 100 lbs. of 0-20-15----- 2.15

(q) 100 lbs. of 2-12-6----- .85

(r) 100 lbs. of 2-16-8----- 1.15

(s) 100 lbs. of 3-9-18----- 1.10

(t) 100 lbs. of 3-12-12----	\$1. 05	(z) 100 lbs. of 4-24-12----	\$1. 70
(u) 100 lbs. of 3-18-9-----	1. 30	(aa) 100 lbs. of 6-12-18----	1. 25
(v) 100 lbs. of 4-10-6-----	. 75	(bb) 100 lbs. of 8-8-8-----	. 70
(w) 100 lbs. of 4-12-4-----	. 80	(cc) 100 lbs. of 8-16-12----	1. 30
(x) 100 lbs. of 4-16-0-----	. 90	(dd) 100 lbs. of 10-6-4----	. 45
(y) 100 lbs. of 4-16-16----	1. 40		

(23) **Gypsum.**—Application of 100 pounds of gypsum containing at least 18 percent sulphur (or its equivalent).

- (a) In Clearwater, Itasca, and Koochiching Counties.—\$0.70.
- (b) In Lake of the Woods County.—\$0.80.
- (c) In all other counties.—\$0.60.

CUT-OVER AREA PRACTICES

The cut-over area includes the following counties: Aitkin, Anoka, Becker, Beltrami, Benton, Carlton, Cass, Chisago, Clearwater, Crow Wing, Douglas, East Otter Tail, East Polk, Hubbard, Isanti, Itasca, Kanabec, Koochiching, Lake, Lake of the Woods, Mahnomon, Mille Lacs, Morrison, North St. Louis, South St. Louis, Pennington, Pine, Ramsey, Red Lake, Rousseau, Sherburne, Todd, and Wadena.

(24) **Clearing farm land now unsuited for tillage, on farms with less than 60 acres of cropland.**—Prior approval of the county committee must be obtained in all cases. All loose stone, stumps, underbrush, and forest tree growth must be removed and hummocks leveled. No credit will be given for clearing land which is now supporting a stand of merchantable timber. However, approval must not be given where it is clear that water erosion hazards will result or where soils of the land to be cleared are not equal to or superior to the soils now under cultivation on the farm. Land on which it appears that it would be necessary to remove stones annually in large quantities should not receive the approval of the committee. Land which must be drained before being put into cultivation must not be approved unless the county committee is assured that adequate draining facilities will be provided by the farmer before the end of the program year. No credit will be given if the cost of clearing is less than \$20 per acre. Credit will not be given for more than 10 acres per farm.—\$10 per acre.

(25) **Improving pastures.**—With prior approval of the county committee, improvement of noncrop open pasture land which the county committee determines will, when improved, be capable of carrying at least one animal unit for each 2 acres during a pasture season of at least 4 months. Improvements shall include uprooting and removal of shrubs, leveling hummocks, carrying out an adequate system of mowing, and removing loose stones. Payment will not be made unless sufficient liming materials, fertilizers, and seed, where needed, are applied to obtain a good stand.—\$5 per acre.

C. DEFINITIONS

(1) **Farm.**—Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:

- (a) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Agency, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with workstock, farm

machinery, and labor substantially separate from that for any other lands; and

(b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

(c) A farm shall be regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county in which the major portion of the farm is located.

(2) **Cropland.**—Cropland means farm land which in 1944 was tilled or was in regular rotation, excluding any land which constitutes, or will constitute if such tillage is continued, a wind-erosion hazard to the community, and excluding also, any land in commercial orchards.

(3) **Noncrop open pasture land.**—Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number or grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.

(4) **Commercial orchards.**—Commercial orchards means the acreage on the farm in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits (excluding nonbearing orchards and vineyards), from which the major portions of the production is normally sold.

(5) **Person.**—Person means an individual, partnership, association, corporation, estate, or trust, or other business enterprise or other legal entity, and, wherever applicable, a State, a political subdivision of a State, or any agency thereof.

(6) **Producer.**—Producer means any person who as landlord, tenant, or sharecropper, participates in the operation of a farm.

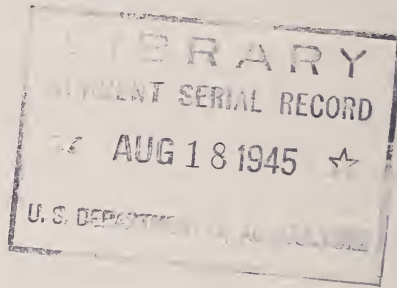
D. NONCROP OPEN PASTURE RATES TO BE USED IN COMPUTING FARM ALLOWANCES

County	Rate per acre (cents)	County	Rate per acre (cents)	County	Rate per acre (cents)
Aitkin	9	Goodhue	20	Morrison	14
Anoka	12	Grant	17	Mower	20
Becker	11	Hennepin	13	Murray	17
Beltrami	11	Houston	14	Nicollet	19
Benton	16	Hubbard	13	Nobles	19
Big Stone	19	Isanti	11	Norman	11
Blue Earth	20	Itasca	11	Olmsted	21
Brown	22	Jackson	20	Otter Tail	15
Carlton	15	Kanabec	15	Pennington	14
Carver	18	Kandiyohi	16	Pine	12
Cass	14	Kittson	14	Pipestone	19
Chippewa	19	Koochiching	11	Polk	13
Chisago	14	Lac Qui Parle	22	Pope	16
Clay	12	Lake	9	Ramsey	17
Clearwater	12	Lake of the Woods	9	Red Lake	12
Cook	8	Le Sueur	19	Redwood	21
Cottonwood	18	Lincoln	18	Renville	20
Crow Wing	13	Lyon	19	Rice	15
Dakota	15	McLeod	19	Rock	19
Dodge	22	Mahnomen	17	Roseau	12
Douglas	14	Marshall	12	St. Louis	8
Faribault	22	Martin	19	Scott	15
Fillmore	19	Meeker	17	Sherburne	12
Freeborn	18	Mille Lacs	15	Sibley	18

<i>County</i>	<i>Rate per acre (cents)</i>	<i>County</i>	<i>Rate per acre (cents)</i>	<i>County</i>	<i>Rate per acre (cents)</i>
Stearns-----	18	Traverse-----	16	Watsonwan-----	19
Steele-----	19	Wabasha-----	17	Wilkin-----	14
Stevens-----	19	Wadena-----	12	Winona-----	18
Swift-----	19	Wasco-----	19	Wright-----	13
Todd-----	14	Washington-----	15	Yellow Medicine-----	18

E. POOLING OF PRACTICE ALLOWANCES

Producers in any local area may agree in writing with the approval of the State Committee to combine all or any part of their farm allowances for the performance of practice No. (14) Farm Ditches, provided their farms are benefited by the construction of the ditches. For purposes of payment the practice carried out under an approved pooling agreement will be regarded as having been carried out on the farms of the producers who performed the practice.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
NORTHEAST DIVISION

1945 AGRICULTURAL CONSERVATION PROGRAM
FOR CONNECTICUT

Part I.—GENERAL

A. The program.—The objective of the 1945 Agricultural Conservation Program is to help each Connecticut farmer plan and carry out conservation practices which will make the greatest contribution to our needs for farm products and the protection of our soils. The State committee recognizes that these needs will be urgent for several years.

Farmers are especially interested in practices which enable them to produce more and better forage crops and maintain soil fertility. Calcium and phosphorus are prominent in the soil fertility pattern as it determines the pattern of nutrition of plants and animals.

Accordingly, the 1945 Program in Connecticut is a soil-building program under which lime and superphosphate will be furnished by the Agricultural Adjustment Agency and partial reimbursement made for lime and superphosphate purchased by the farmer when used according to the approved practices. In order to protect our soils from eroding on our crop farms, a practice for cover crops is included.

B. Conservation materials.—Where liming materials and superphosphate are furnished as conservation materials, the Agricultural Adjustment Agency will pay part of the cost of the materials and the farmer will pay part. In the case of lime, the farmer will pay \$1.15 for each ton ordered (bagged, farm-delivery basis). In the case of superphosphate furnished under contract, the payment will be 25 cents per cwt. for 20 percent, 24 cents for 19 percent, and 22 cents for 18 percent. These payments will be made to the county association at the time of placing the order. If superphosphate is furnished through local dealers, the farmer will pay his part of the cost directly to the dealer. The total cost shall not exceed the established fair price.

C. Program year.—The program year begins November 1, 1944, and ends December 31, 1945.

D. Participation.—To participate in the program, a farm must have at least 5 animal units at time of enrollment (an animal unit is 1 dairy cow or heifer of milking age, 5 sheep or goats), 400 pullets ranged in 1944 or 1945, or 3 acres of cropland excluding hayland.

Any other farm may participate if the State committee determines that such participation will result in significant conservation of soil resources.

Part II.—ALLOWANCES AND INCREASE IN SMALL PAYMENT

A. Lime allowance.—A lime allowance will be determined for each farm. It is the maximum number of tons of lime for which payment will be made for carrying out Practice No. 1 and which the Agricul-

tural Adjustment Agency will furnish (bagged, farm-delivery basis) for carrying out Practice No. 1A. The allowance is 0.4 ton of lime for each **allowance unit** as defined below.

B. Superphosphate allowance.—A superphosphate allowance will be determined for each farm. It is the maximum number of hundred-weights of 20 percent superphosphate or its equivalent for which payment will be made for carrying out Practice No. 2 and which the Agricultural Adjustment Agency will furnish for carrying out Practice No. 2A. The allowance is 1.5 cwt. for each **allowance unit**.

C. Allowance unit.—The total of the allowance units on a farm is the sum of the following items:

1. Animal units at time of enrollment.
2. Pullets ranged in 1944 or 1945 divided by 400.
3. The acreage of corn, potatoes, tobacco, orchards, and small fruits in 1944 multiplied by 0.3.
4. The acreage of commercial vegetables in 1944 multiplied by 0.6

D. Adjustments in allowances.—Farm lime and superphosphate allowances may be adjusted between farms by the county committee on the basis of the relative needs for liming materials and superphosphate, the practices to be carried out, and the availability of the materials. The total of the allowances on participating farms after adjustments have been made shall not exceed the total of the computed allowances on the same farms.

E. Increase in small payment.—An increase in small payment will be determined for each person if the value of materials furnished him plus the payment earned by him is less than \$200. On farms where the only performance is with the use of conservation materials, the increase in small payment may be taken in additional lime. In other farms, the increase will be included in the cash payment.

Part III.—APPROVED PRACTICES AND RATES OF PAYMENT

LIME PRACTICES

Lime may be applied to cropland (being tilled or to be seeded), permanent pasture, poultry range, or commercial orchards.

Practice No. 1.—Applying lime not furnished by the Agricultural Adjustment Agency. Payment per ton of standard ground limestone or its equivalent:

- \$3.50 in Litchfield County.
- \$4.00 in Fairfield and Hartford Counties.
- \$4.40 in New Haven County.
- \$4.50 in Middlesex and Tolland Counties.
- \$4.70 in New London and Windham Counties.

Standard ground limestone is defined as ground limestone which will analyze at least 50 percent total calcium oxide neutralizing equivalent, 100 percent of which will pass through a 20-mesh sieve, with a minimum of 40 percent passing through a 100-mesh sieve and which contains all the finer material produced in grinding. Magnesium oxides will be given a weight of 1.39 when converting to calcium oxide equivalent.

Practice No. 1A.—Applying lime furnished by the Agricultural Adjustment Agency.

SUPERPHOSPHATE PRACTICES

Superphosphate and available phosphoric acid may be used on (1) open pastureland and seeded pasture including poultry range, (2) new seedings of grasses and legumes, (3) improved hayland (preferably on legume hay or recent seedings), (4) mixed with manure which is to be used anywhere on the farm, (5) cover crops and permanent sods in orchards, or (6) cover crops on land on which row crops are grown in 1944.

Practice No. 2.—Superphosphate and available phosphoric acid in mixed fertilizer not furnished by the Agricultural Adjustment Agency.

RATES OF PAYMENT: 20% superphosphate 93 cents per cwt., 19% superphosphate 88 cents per cwt., 18% superphosphate 81 cents per cwt., available phosphoric acid in other fertilizer 0.045 cents per pound.

Practice No. 2A.—Applying superphosphate furnished by the Agricultural Adjustment Agency.

OTHER PRACTICES

Practice No. 3.—APPLYING POTASH. Payment: 3 cents per pound of available potash.

Potash alone or in mixed fertilizer may be used as a topdressing on a good stand of established alfalfa or ladino clover or in preparation for seedings of biennial or perennial legumes. Payment for this practice will not be made unless prior approval of the county committee is obtained and the payment will be limited to the amount of the practice approved.

Practice No. 4.—Winter Cover Crops. Payment: \$1.50 per acre.

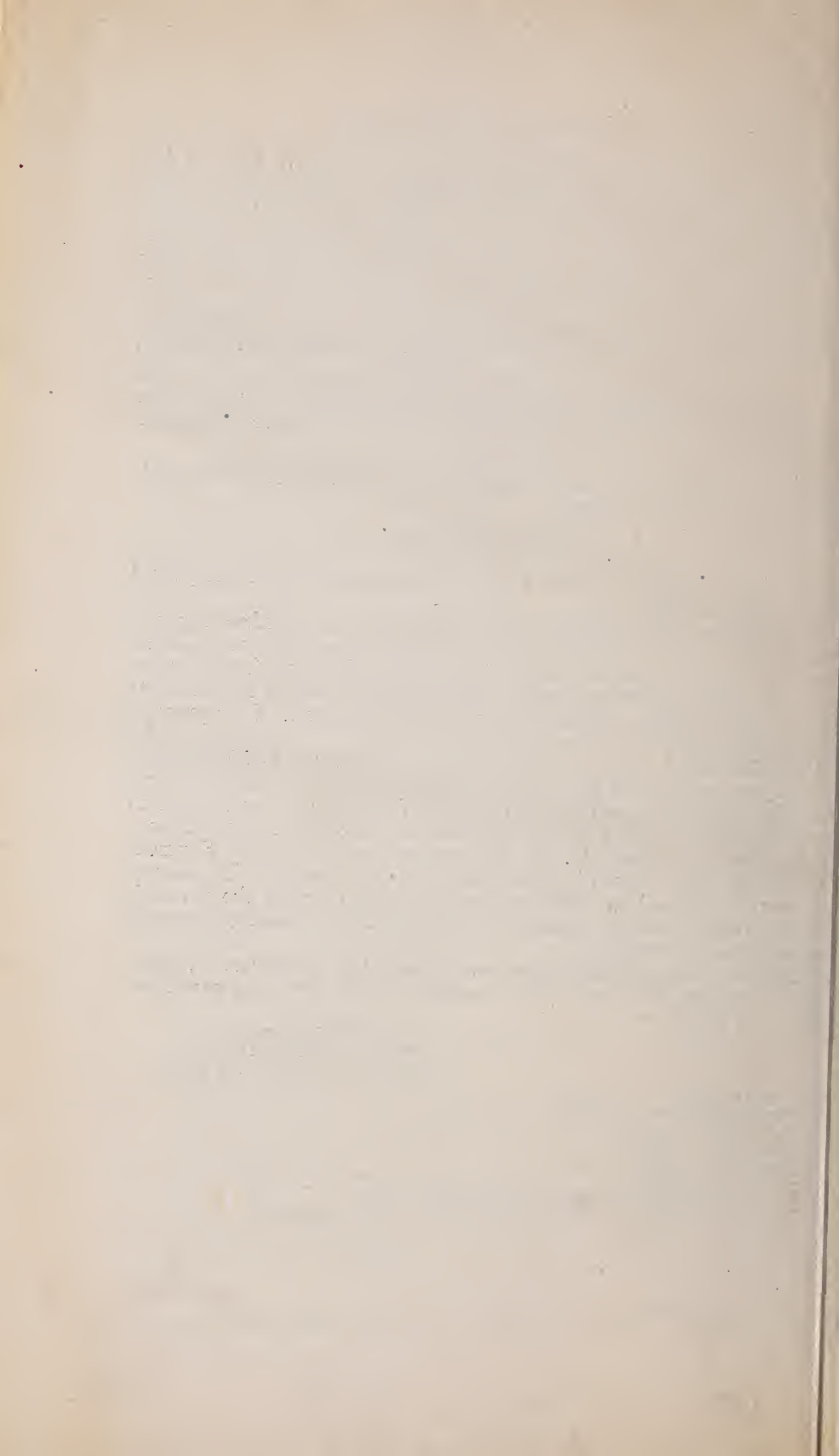
The growing during the winter of 1944-45 of small grains or rye grass as a winter cover crop on cropland following a row crop or in orchards. The seeding should be made in sufficient time to allow a good growth to protect the soil during the winter months. Payment will not be made if crop is harvested for hay or grain. The amount that may be earned by this practice is limited only by the farmer's ability to carry it out in accordance with good farm management and conservation practices.

The rates of practice payments may be adjusted on the basis of funds hereafter made available by the Congress and the extent of participation in the program.

A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Agency.

STATE COMMITTEE:

DWIGHT J. MINOR, *Chairman*,
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HERBERT B. HUBBELL,
JULIAN B. THAYER,
RAYMOND K. CLAPP, *Acting Director of Extension*,
WALTER T. CLARK, *Executive Assistant to the State Committee*.



MAR 2 - 1945

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

NORTHEAST DIVISION

1945 AGRICULTURAL CONSERVATION PROGRAM
FOR MASSACHUSETTS

Part I. General

A. Objective.—Wartime demands for food require that our soils produce the kind of food and forage that will contribute most to human and animal nutrition. The minerals, calcium, phosphorus, and potash generally deficient in our soils need to be supplied in liberal quantities to enable forage plants and food plants to draw from the soil the elements that are essential to health. Forage crops grown on soils deficient in these minerals may yield well in tons per acre but low in mineral content. One of the objectives of the Agricultural Conservation Program is to improve the quality of crops grown. This is done by encouraging the application of these minerals. The program also provides for the preservation of our soils by offering erosion control, mulching, and cover crop practices.

B. Conservation Materials.—Where liming materials and superphosphate are furnished as conservation materials, the Agricultural Adjustment Agency will pay part of the cost of the materials and the farmer will pay part. In the case of lime, the farmer will pay \$1.25 for each ton ordered (bagged, farm-delivered basis). In the case of superphosphate furnished under contract, the payment will be 24 cents per hundredweight for 20 percent, 23 cents for 19 percent, and 21 cents for 18 percent. These payments will be made to the county association at the time of placing the order. If superphosphate is furnished through local dealers, the farmer will pay his part of the cost directly to the dealer. The total cost shall not exceed the established fair price.

C. Program year.—The program year begins November 1, 1944, and ends December 31, 1945.

D. Eligibility.—Any farm having at least one of the following items is eligible to participate in the program: 5 animal units at time of enrollment (an animal unit means 1 cow or heifer of milking age, 100 hens, or 100 turkeys), 10 acres of cropland, or a total of 3 acres of vegetables, potatoes, tobacco, small fruits, and commercial orchards on the farm in 1944.

Any other farm may participate if upon recommendation of the community committeeman, the county committee determines that such participation will result in significant conservation of soil resources.

Part II. ALLOWANCES AND INCREASE IN SMALL PAYMENT

A. Lime allowance.—A lime allowance will be determined for each farm. It is the maximum number of tons of lime for which pay-

ment will be made for carrying out Practice No. 1 and which the Agricultural Adjustment Agency will furnish (bagged, farm-delivery basis) for carrying out Practice No. 1A.

The number of tons in the allowance is determined by dividing the **total allowance units** as defined below by: 4 in Barnstable, Bristol, Dukes, Essex, Franklin, Middlesex, Nantucket, Norfolk, Plymouth, and Worcester Counties; 5 in Hampden and Hampshire Counties; and 6 in Berkshire County.

B. Superphosphate allowance.—A superphosphate allowance will be determined for each farm. It is the maximum number of hundredweights of 20 percent superphosphate or its equivalent for which payment will be made for carrying out Practice No. 2 and which the Agricultural Adjustment Agency will furnish for carrying out Practice No. 2A. The allowance is 100 pounds for each allowance unit.

C. Allowance unit.—Each of the following is an allowance unit: (1) 1 dairy cow or heifer of milking age on the farm at time of enrollment; (2) 100 hens and pullets kept for laying; (3) 100 turkeys; and (4) each acre of corn, other small grain, new seedings, vegetables, tobacco, potatoes, bearing orchards, and small fruits on the farm in 1944.

D. Adjustment in allowances.—Farm lime and superphosphate allowances may be adjusted between farms by the county committee on the basis of the relative needs for liming materials and superphosphate, the practices to be carried out, and the availability of the materials. The total of these allowances on participating farms after adjustments have been made shall not exceed the total of the computed allowances on the same farms.

E. Increase in small payment.—An increase in small payment will be determined for each person if the value of the materials furnished him plus the payment earned by him is less than \$200. On farms where the only performance is with the use of conservation materials, the increase in small payment may be taken in additional lime. On other farms, the increase will be included in the cash payment.

Part III. PRACTICES AND RATES OF PAYMENT

Following are the approved practices for 1945. Practices No. 4 through 11, if carried out on any farm according to the specifications listed in the practice, will be eligible for payment without limitation except that of good farm management. Practices No. 7 through 11 must be completed in accordance with recommendations of the Soil Conservation Service or the Agricultural Extension Service. Practices No. 7 and 8 must have prior approval of the county committee.

The rates of practice payments may be adjusted on the basis of funds hereafter made available by the Congress and the extent of participation in the program.

LIMING PRACTICES

Liming materials may be applied to cropland, pasture, poultry ranges, and commercial orchards.

RECOMMENDATIONS: Whether lime is needed depends on the soil and kind of crop. Too little or too much may result in costly failures. A simple soil test in advance provides needed information, and can be secured from many sources that are known to your community committeeman who will tell you about them if you ask him.

Practice No. 1.—Applying lime not furnished by the Agricultural Adjustment Agency. Payment per ton of standard ground limestone or its equivalent: \$3.80 in Berkshire County; \$4.30 in Franklin, Hampden, and Hampshire Counties; \$4.90 in Worcester County; \$5.20 in Barnstable, Bristol, Essex, Middlesex, Norfolk, and Plymouth Counties; and \$8.50 in Dukes and Nantucket Counties.

Standard ground limestone is defined as ground limestone which will analyze at least 50 percent total calcium oxide neutralizing equivalent, 100 percent of which will pass through a 20-mesh sieve, with a minimum of 40 percent passing through a 100-mesh sieve and which contains all the finer material produced in grinding. Magnesium oxides will be given a weight of 1.39 when converting to calcium oxide equivalent.

Practice No. 1A.—Applying lime furnished by the Agricultural Adjustment Agency.

SUPERPHOSPHATE PRACTICES

Superphosphate may be mixed with manure and applied to any crop. It may also be used in connection with the planting or topdressing of legumes and grasses for either forage crops, pasture, poultry ranges, or orchard sods.

RECOMMENDATIONS: Superphosphate favors root development and benefits legumes. Unable to move freely through the soil, superphosphate works best from applications in the soil made during seed bed preparations, at the rate of 300 to 800 pounds per acre. Topdressing haylands with superphosphate, except with manure or other plant foods, is not as effective. A practice of using superphosphate in the stable, about one pound per cow per day, or adding about thirty pounds per ton on the spreader is an effective use on most dairy farms.

Practice No. 2.—Applying available phosphoric acid (P_2O_5) in mixed fertilizer and superphosphate not furnished by the Agricultural Adjustment Agency. Payment: 20 percent superphosphate 95 cents per hundredweight, 19 percent superphosphate 90 cents per hundredweight, 18 percent superphosphate 83 cents per hundredweight, available phosphoric acid in mixed fertilizer 4.7 cents per pound.

Practice No. 2A.—Applying superphosphate furnished by the Agricultural Adjustment Agency.

OTHER PRACTICES

Practice No. 3.—APPLYING AVAILABLE POTASH. Payment: 3 cents per pound of available potash (K_2O). Potash may be applied to the land in connection with the planting or top dressing of legumes and grasses for either forage crops, pasture, poultry ranges, or orchard sods. The maximum number of pounds of available potash for which payment will be made is limited to 5 pounds for each allowance unit subject to adjustment by the county committee.

RECOMMENDATIONS: Field trials indicate that alfalfa and Ladino clover respond to heavy applications of potash. An application of 250 to 350 pounds of muriate of potash supplementing an application of 0-14-14 will make the plants more thrifty and longer lived. If a mixed fertilizer is used, an application of 400 to 600 pounds per acre of 0-9-27 would be advisable on alfalfa and Ladino to take care of their high potash requirements.

Practice No. 4.—WINTER COVER CROPS. Payment: \$1.50 per acre. Payment will be made for the number of acres seeded as a 1945-46

winter cover crop to rye, wheat, domestic ryegrass, or vetch. Payment will not be allowed if the rye or wheat are harvested for grain.

RECOMMENDATIONS: Land should be seeded to cover crops so that a good stand and a good growth may be secured before winter, and the crop left on the land over winter to prevent erosion. Seed should be applied at the following rates per acre: Rye, 100 pounds; wheat, 100 pounds; domestic ryegrass, 25 pounds; and vetch, 20 pounds.

Practice No. 5.—MULCH. Payment: \$4 per ton of air-dried straw or hay. Payment will be made for the application of air-dried straw or hay, as a mulch, to commercial orchards and small fruits or vegetable lands. All materials produced on the land during the 1945 program year from grasses, legumes, cover crops, as well as the mulching materials, must be left on the land. Mulching materials that are not air-dried, will be paid for on an air-dried basis.

Practice No. 6.—SANDING CRANBERRY BOGS. Payment: \$5 per acre. Payment will be made for sanding fruiting cranberry bogs to a depth of at least one-half inch to restore the productive capacity of bogs on which the plants were injured by severe winter killing in 1944.

Practice No. 7.—CONSTRUCTING DIVERSION DITCHES. Payment: \$2.25 for each 100 linear feet. The construction of diversion ditches, including the seeding or sodding of the waterway. Payment will not be made unless proper outlets and the necessary protective vegetation in the outlets are provided.

Practice No. 8.—TERRACING. Payment: \$1 for each 100 linear feet. The construction of standard terraces. Payment will not be made unless proper outlets and the necessary protective vegetation in the outlets are provided.

Practice No. 9.—CONTOUR STRIPCROPPING. Payment: \$2.50 per acre. The establishing of contour stripcropping on cropland, not previously stripcropped. Strips of intertilled crops must be separated by strips of close-growing crops.

Practice No. 10.—CONTOUR PLANTING. Payment: \$1.50 per acre. Contour planting is the planting of intertilled crops, including orchards, in rows which follow the same lines that are level or have the same elevation on sloping land. Payment will not be made for this practice on land for which payment is made under Practice No. 9.

Practice No. 11.—ESTABLISHING SOD WATERWAYS. Payment: 75 cents for each 1,000 square feet. Outlets and sod waterways include protected natural and constructed channels for the purpose of disposing of run-off in a manner which will prevent erosion. Payment will not be made if carried out as part of Practice No. 7.

A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Agency.

TECHNICAL ADVISORY COMMITTEE:

RALPH W. DONALDSON,
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ARTHUR B. BEAUMONT,
ELLSWORTH W. BELL,
DAVID ROYMAN,
JOHN G. ARCHIBALD,
LESTER TOMPKINS,
WALTER E. PIPER.

STATE COMMITTEE:

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HAROLD F. THOMPSON,
WILLARD A. MUNSON,
Director of Extension,
S. R. PARKER,
State Executive Assistant.

UNITED STATES DEPARTMENT OF AGRICULTURE
U. S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
NORTHEAST DIVISION1945 AGRICULTURAL CONSERVATION PROGRAM
FOR NEW HAMPSHIRE

Part I.—GENERAL

A. The program.—The 1945 Agricultural Conservation Program for New Hampshire emphasizes the use of lime, superphosphate, and potash. It is important that we have mineral reserves in the soil to safeguard agriculture in the period of readjustment following the war and to insure consumers an adequate supply of agricultural products containing the elements of nutrition essential to health. Attention is directed to the total conservation needs of each farm. These needs cannot be fully satisfied by the materials furnished under the program. Every farmer is urged to make a plan for his farm, determining his total needs of lime, superphosphate, and potash. Community committeemen are prepared to help with such planning to determine not only what the 1945 Program will provide each farm but also what additional materials are needed for a more complete job of soil-building, and each farmer will be encouraged to buy through the regular channels of trade the additional amounts needed.

B. Conservation materials.—Where liming materials and superphosphate are furnished as conservation materials, the Agricultural Adjustment Agency will pay part of the cost of the materials and the farmer will pay part. In the case of lime, the farmer will pay \$1.20 for each ton ordered (bagged, railroad-siding basis). In the case of superphosphate furnished under contract, the payment will be 25 cents per hundredweight for 20 percent, 24 cents for 19 percent, and 22 cents for 18 percent. These payments will be made to the county association at the time of placing the order. If superphosphate is furnished through local dealers, the farmer will pay his part of the cost directly to the dealer. The total cost shall not exceed the established fair price.

County committees may approve the furnishing of lime and superphosphate only for farms where they have reason to believe it will be used to carry out sound soil conservation practices.

C. Program year.—The program year begins November 1, 1944, and ends December 31, 1945.

D. Farms that may participate.—Any farm in New Hampshire may participate in the program to the extent of the farm's allowance for lime, superphosphate, and potash if such participation will result in significant conservation of soil resources through the application of the practices listed in part III.

Part II.—ALLOWANCES AND INCREASE IN SMALL PAYMENT

A. Lime allowance.—A lime allowance will be determined for each farm. It is the maximum number of tons of lime for which payment will be made for carrying out Practice No. 1 and which the Agricultural Adjustment Agency will furnish (bagged, siding-delivery basis) for carrying out Practice No. 1A. The allowance is 0.2 ton for each acre of corn, small grain not used as a nurse crop, new seedings, vegetables, potatoes, and bearing orchards grown on the farm in 1944 and for each animal unit on the farm at time of enrollment.

B. Superphosphate allowance.—A superphosphate allowance will be determined for each farm. It is the maximum number of hundredweight of 20 percent superphosphate or its equivalent for which payment will be made for carrying out Practice No. 2 and which the Agricultural Adjustment Agency will furnish for carrying out Practice No. 2A. The allowance is 1.6 hundredweight for each animal unit.

C. Definition of animal unit.—An animal unit as used in determining allowances is 1 head of cattle or calves, 5 head of sheep and lambs on the farm at time of enrollment, and 300 pullets ranged on the farm in 1944.

D. Adjustments in allowances.—Farm lime and superphosphate allowances may be adjusted between farms by the county committee on the basis of the relative needs for liming materials and superphosphate, the practices to be carried out, and the availability of the materials. The total of the allowances on participating farms after adjustments have been made shall not exceed the total of the computed allowances on the same farms.

E. Increase in small payment.—An increase in small payment will be determined for each person if the value of the materials furnished him plus the payment earned by him is less than \$200. On farms where the only performance is with the use of conservation materials, the increase in small payment may be taken in additional lime. On other farms, the increase in small payment will be included in the cash payment.

Part III.—APPROVED PRACTICES AND RATES OF PAYMENT

LIME PRACTICES

Lime may be used on cropland, pasture land, and orchards. It is suggested that whenever practicable, a soil test be made to determine the rate of application needed.

Practice No. 1.—Applying ground limestone not furnished by the Agricultural Adjustment Agency. Payment: \$5.10 per ton of standard ground limestone or its equivalent.

Standard ground limestone is defined as ground limestone which will analyze at least 50 percent total calcium oxide neutralizing equivalent, 100 percent of which will pass through a 20-mesh sieve, with a minimum of 40 percent passing through a 100-mesh sieve and which contains all the finer material produced in grinding. Magnesium oxides will be given a weight of 1.39 when converting to calcium oxide equivalent.

Practice No. 1A.—Applying lime furnished by the Agricultural Adjustment Agency.

SUPERPHOSPHATE PRACTICES

When used with manure.—Superphosphate may be used with manure which is to be applied to cropland, pasture land, orchards, and poultry ranges upon the farm to which it is furnished. The most advantageous way to use superphosphate is to spread it each day in stables and upon dropping boards in poultry houses. It is recommended that in stables it be used at the rate of one and one-half pounds per day for each mature animal and proportionate amounts for young stock and in poultry houses upon dropping boards at the rate of a pound per day for each 200 hens.

When not used with manure.—Superphosphate when not applied with manure may be used in connection with the seedings of any kind of clover and alfalfa, alone or in mixtures, and as a topdressing upon pasture, poultry ranges, clover, and alfalfa.

Practice No. 2.—Applying superphosphate and available phosphoric acid not furnished by the Agricultural Adjustment Agency.

	Rates of payment			
	Superphosphate per cwt.			Available P ₂ O ₅ in other fertilizer— per lb.
	20 percent	19 percent	18 percent	
In Belknap, Cheshire, Hillsboro, Merrimack, Rockingham, Strafford, and Sullivan Counties-----	<i>Cents</i> 94	<i>Cents</i> 89	<i>Cents</i> 82	<i>Cents</i> 4. 6
In Carroll, Coos, and Grafton Counties-----	98	92	86	4. 8

Practice No. 2A.—Applying superphosphate furnished by the Agricultural Adjustment Agency.

POTASH PRACTICE

Practice No. 3.—APPLYING POTASH. Payments: 3 cents per pound of available potash.

Potash may be used in connection with the seeding of any kind of clover and alfalfa and as a topdressing on pastures, poultry ranges, clover, and alfalfa. The amount of potash for which payment will be made for carrying out this practice is limited to 20 pounds of available potash (K₂O) for each 100 pounds in the superphosphate allowance.

The rates of practice payments may be adjusted on the bases of funds hereafter made available by the Congress and the extent of participation in the program.

A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Agency.

TECHNICAL ADVISORY COMMITTEE:

ALLAN J. COLLINS,
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RAYMOND FREEMAN,
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Prof. H. C. WOODWORTH.

STATE COMMITTEES:

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ALFRED E. HOUSTON,
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H. B. STEVENS,
Director of Extension,
EARL P. ROBINSON,
State Executive Assistant.



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Supplement No. 1

Issued June 2, 1945

WAR FOOD ADMINISTRATION
Agricultural Adjustment Agency
Northeast Division

1945 AGRICULTURAL CONSERVATION PROGRAM FOR NEW HAMPSHIRE

Supplement No. 1

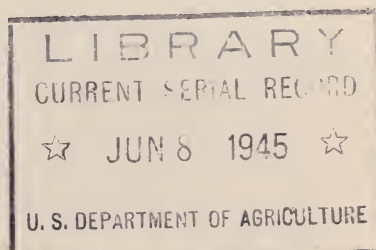
Practice No. 3 - Applying Potash - is amended to read
as follows:

"Practice No. 3--Applying Potash.

"Payments: 3 cents per pound of available potash.

"Potash may be used in connection with the seeding of any kind of clover and alfalfa and as a topdressing on pastures, poultry ranges, clover, and alfalfa. The amount of potash for which payment will be made for carrying out this practice is limited to 20 pounds of available potash (K_2O) for each 100 pounds in the superphosphate allowance subject to adjustment by the county committee on the basis of need and availability of funds."

A. W. Manchester
Director, Northeast Division





UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

NORTHEAST DIVISION

A
THE 1945 AGRICULTURAL CONSERVATION PROGRAM
FOR NEW JERSEY

PART I. GENERAL

A. The program.—The 1945 Agricultural Conservation Program for New Jersey has again been determined with the conservation of our soil resources uppermost in the minds of the program makers. Since the main needs of New Jersey land are lime, superphosphate, potash, and humus, the program is built principally around those items with the idea that New Jersey farmers will be convinced that those soil-building practices are so necessary to a successful agriculture in New Jersey that they will use more and more of them.

Lime will again be stressed in the 1945 Program because both the New Jersey College of Agriculture and Extension Service recommend the use of more lime on New Jersey farms. Lime will be furnished as conservation material or a farmer may buy and apply lime and earn a cash payment. Farmers wishing more information concerning the furnishing of material or any other part of the program should contact their county offices or any member of their county or community committee.

B. Conservation materials.—Where liming materials and superphosphate are furnished as conservation materials, the Agricultural Adjustment Agency will pay part of the cost of the materials and the farmer will pay part. In the case of lime, the farmer will pay \$1.15 for each ton ordered (bagged, farm-delivery basis). This payment will be made to the county association at the time of placing the order. Superphosphate will be furnished through local dealers. The farmer will pay his part of the cost directly to the dealer. The total cost shall not exceed the established fair price.

C. Program year.—The program year begins October 1, 1944, and ends December 31, 1945.

D. Eligibility.—To participate in the program, a farm must have at least one of the items listed below, except that any other farm may participate if the county committee, with the approval of the State committee, determines that such participation will result in significant conservation of soil resources:

10 acres of cropland including orchards.

A total of 3 acres of potatoes, vegetables, and orchards in 1944.

300 pullets on range in 1944 where there was sufficient growth of legumes, grasses, or small grains to afford green feed for the pullets during the normal range period and not more than 500 pullets were ranged per acre.

PART II. ALLOWANCE AND INCREASE IN SMALL PAYMENT

A. Farm allowance. A lime allowance will be determined for each farm. It is the maximum number of tons of lime for which payment will be made for carrying out Practice No. 1. and which will be furnished (bagged, farm-delivery basis) for carrying out Practice No. 1A.

The farm allowance is determined by multiplying the total of the following three items by 0.2 ton of lime:

1. The number of animal units. An animal unit is 1 dairy cow or heifer of milking age on the farm at the time of enrollment or 100 pullets raised on range in 1944.
2. The number of acres of vegetables and orchards on the farm in 1944.
3. The number of acres of vegetables, orchards and small fruits, potatoes, clover, alfalfa and mixed hay, corn, wheat, and other small grains on the farm in 1944.

On farms where the entire allowance is not needed for lime, the unused part up to 40 percent of the allowance may be used for the superphosphate practices at the rate of 5 hundredweights of 20 percent superphosphate or its equivalent for each ton in the allowance not used for lime.

B. Adjustments in allowance.—Farm allowances may be adjusted between farms by the county committee on the basis of the relative needs for liming materials and superphosphate, the practices to be carried out, and the availability of materials. The total of the allowances on participating farms after adjustments have been made shall not exceed the total of the computed allowances for the same farms.

C. Increase in small payment.—An increase in small payment will be determined for each person if the value of the materials furnished him plus the payment earned by him is less than \$200. On farms where the only performance is with the use of conservation materials, the increase in small payment may be taken in additional lime. On other farms, the increase will be included in the cash payment.

PART III. PRACTICES AND RATES OF PAYMENT

The following practices are approved for 1945. The amount that may be earned by completing Practices Nos. 4 through 10 is limited only by the producer's ability to carry them out and the need for them on his farm. Practices Nos. 6 through 9 should be carried out in accordance with recommendations of the Soil Conservation Service or the Agricultural Extension Service. Practices Nos. 5 and 6 must have prior approval of the county committee.

The rates of practice payments may be adjusted on the basis of funds hereafter made available by the Congress and the extent of participation in the program.

LIME PRACTICES

Liming material may be applied to cropland, pasture land, or orchards.

It is recommended that the rate of application per acre be at least 1,000 pounds of standard ground limestone or its equivalent in other liming material, except where a soil test shows that less should be applied.

It is suggested that before a farmer decides how much lime he needs, he have his soil tested.

Practice No. 1.—Applying lime not furnished by the Agricultural Adjustment Agency. Rates of payment per ton of standard ground limestone or its equivalent:

\$4.00 in Sussex County.

\$4.10 in Morris and Warren Counties.

\$4.30 in Burlington, Camden, Gloucester, Mercer, and Passaic Counties.

\$4.40 in Middlesex County.

\$4.50 in Atlantic, Bergen, Cumberland, Essex, Hunterdon, Monmouth, Ocean, Salem, Somerset, and Union Counties.

\$4.70 in Cape May County.

Standard ground limestone is defined as ground limestone which will analyze at least 50 percent total calcium oxide neutralizing equivalent, 100 percent of which will pass through a 20-mesh sieve, with a minimum of 40 percent passing through a 100-mesh sieve and which contains all the finer material produced in grinding. Magnesium oxides will be given a weight of 1.39 when converting to calcium oxide equivalent.

The following are equivalents of 2,000 pounds of standard ground limestone:

- (1) 1,400 pounds of hydrated lime.
- (2) 2,500 pounds of moist limestone.
- (3) 6,000 pounds of acetylene waste lime.

The equivalent of ground oyster shell will be determined in accordance with the definition of standard ground limestone.

Practice No. 1A.—Applying lime furnished by the Agricultural Adjustment Agency.

SUPERPHOSPHATE PRACTICES

Available phosphoric acid in superphosphate or mixed fertilizer may be applied on (1) established hayland, (2) established pastures, (3) winter cover crops, (4) cover crops in orchards, (5) cover crops on land on which potatoes or vegetables are grown in 1945, (6) summer legumes for hay or cover crops, or (7) new seedings of grass or legumes for hay or pasture with or without a nurse crop. Superphosphate may be mixed with stable or poultry manure if the manure is not sold.

Practice No. 2.—Applying available phosphoric acid and superphosphate not furnished by the Agricultural Adjustment Agency. Rates of payment are:

20% superphosphate—88 cents per cwt.

19% superphosphate—83 cents per cwt.

18% superphosphate—75 cents per cwt.

Available phosphoric acid in other fertilizer—4.2 cents per pound.

Practice No. 2A.—Applying superphosphate furnished by the Agricultural Adjustment Agency.

OTHER PRACTICES

Practice No. 3.—Applying available potash. Rate of payment—3 cents per pound of available potash (K_2O).

Available potash may be applied on (1) established hayland, (2) established pastures, and (3) new seedings of grass or legumes for hay or pasture. The maximum number of pounds of available potash for which payment will be made is 20 pounds for each ton in the lime allowance.

Practice No. 4.—Winter cover crops. Rate of payment—\$1.50 per acre.

Growing a good stand and a good growth of vetch, crimson clover, sweet clover, wheat, rye or oats as a winter cover crop during the winter of 1944-45 on cropland or in orchards. Sweet clover will qualify only if the land on which it is grown is tilled in 1945. Payment will not be made if a crop has been or will be harvested for hay or grain.

Practice No. 5.—Seeding poultry range. Rate of payment—\$3 per acre.

The seeding of a poultry range on a properly prepared seed bed. It is recommended that the seeding be at least 10 pounds per acre of a grass and legume mixture containing at least 4 pounds of biennial or perennial legumes.

Recommended seeds are perennial and domestic ryegrass, blue grass, timothy, and alsike, white, and ladino clovers.

Practice No. 6.—Constructing diversion ditches. Rate of payment—\$2.25 for each 100 linear feet.

The construction of diversion ditches. Payment will not be allowed unless the waterway is seeded or sodded and proper outlets provided.

Practice No. 7.—Establishing sod waterways. Rate of payment—75 cents per 1,000 square feet.

Establishing permanent sod waterways on cropland which is used for an intertilled crop in 1945, or in cultivated orchards, or on any cropland where it is necessary to complete the establishment of a permanent vegetative cover in a waterway channel, or terrace or division outlet. Payment will not be allowed unless the waterway has an average width of 10 feet or more and the channel is sufficiently wide at all points to carry all water diverted into it under conditions of maximum probable rainfall. Payment will not be allowed for this practice if carried out as part of Practice No. 6.

Practice No. 8.—Establishing contour stripcropping. Rate of payment—\$2.50 per acre.

The planting of cropland, not previously stripcropped, in contour strips. Strips of intertilled crops must be separated by strips of close-growing crops.

Practice No. 9.—Contour cultivation. Rate of payment—\$1.25 per acre.

The cultivation of intertilled crops on the contour. No payment will be made for land included under Practice No. 8.

Practice No. 10.—Sanding cranberry bogs. Rate of payment—\$5 per acre.

The application of sand, free from stones and loam, to a depth of at least one-half inch on fruiting cranberry bogs to prevent soil deterioration and decline in the productive capacity of the land. The county committee will require proof of the amount of sand applied per acre.

A. W. MANCHESTER,
*Director, Northeast Division,
Agricultural Adjustment Agency.*

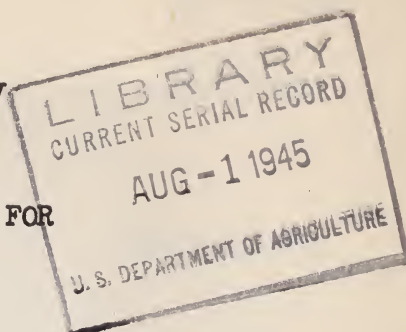
STATE COMMITTEE:

CHARLES A. COLLINS, *Chairman*,
JACOB A. BLAKESLEE,
JAMES C. EWART,
KENNETH S. ROBERTS,
W. H. MARTIN, *Director of Extension*,
H. EARL PROPST, *Executive Assistant*.

Issued May 24, 1945

WAR FOOD ADMINISTRATION
Agricultural Adjustment Agency
Northeast Division

1945 AGRICULTURAL CONSERVATION PROGRAM FOR
NEW JERSEY



Supplement No. 2

Bulletin NER-910-New Jersey is hereby amended by
adding the following:

Practice No. 11 - HARVESTING LEGUME HAY SEED.

Payment: \$3.50 per acre.

Harvesting alfalfa, red clover or alsike clover
seed. To qualify for payment the seed must be
threshed during the program year. The amount
which may be earned for this practice is limited
only to the producer's ability to carry it out.

A. W. Manchester
Director, Northeast Division

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY
U.S. DEPARTMENT OF AGRICULTURE
NORTHEAST DIVISION

1945 AGRICULTURAL CONSERVATION PROGRAM
FOR NEW YORK

PART I. GENERAL

A. The program.—The 1945 Agricultural Conservation Program for New York State is designed to assist farmers in maintaining and increasing the conservation of the soil resources on their farms.

The principal assistance offered to farmers under the program will be by making lime and superphosphate available for conservation use. Construction services will be furnished in approved areas for carrying out specific soil conservation practices. Cash payments will also be made for these practices when carried out by the farmer and for growing winter cover crops, installing tile drainage systems, establishing sod waterways and contour strip cropping, and, in certain areas, for the use of potash.

B. Conservation materials.—Where liming materials and superphosphate are furnished as conservation materials, the Agricultural Adjustment Agency will pay part of the cost of the materials and the farmer will pay part. In the case of lime, the farmer will pay \$1.15 for each ton ordered (bagged, farm delivery basis). This payment will be made to the county association at the time of placing the order. Superphosphate will be furnished through local dealers. The farmer will pay his part of the cost directly to the dealer. The total cost shall not exceed the established fair price. A table of fair prices appears at the end of this bulletin.

County committees should approve the furnishing of materials and services only on farms where needed and in amounts that will be used to carry out sound soil conservation practices.

C. Program year.—The program year begins November 1, 1944, and ends December 31, 1945.

D. Eligibility and units.—To participate in the program, a farm must have at least 10 units as defined below or a total of 3 acres of vegetables, potatoes, and orchards. Any other farm may participate if the county committee, with the approval of the State committee, determines that such participation will result in significant conservation of soil resources.

Each of the following items is a unit as used for eligibility and for computing allowances: Each acre of cropland, including orchards, on the farm in 1944; each head of cattle and calves on the farm at time of enrollment; 5 sheep and lambs in 1944; 100 pullets raised on range in 1944; and 50 turkeys raised on range in 1944.

PART II. ALLOWANCES AND INCREASE IN SMALL PAYMENT

A. Lime allowance.—A lime allowance will be determined for each farm. It is the maximum number of tons of lime for which payment will be made for carrying out Practice No. 1 and which will be furnished (bagged, farm-delivery basis) for carrying out Practice No. 1A. The number of tons in the allowance is determined by multiplying the total of the farm's allowance units by—

- 0.06 in Cayuga, Monroe, Genesee, Onondaga, Ontario, Suffolk, and Wayne Counties.
- 0.08 in Erie, Jefferson, Madison, Niagara, Oneida, Orleans, St. Lawrence, Seneca, and Yates Counties.
- 0.10 in Clinton, Franklin, Herkimer, Livingston, Montgomery, Nassau, Schoharie, and Wyoming Counties.
- 0.12 in Albany, Chemung, Chenango, Columbia, Cortland, Essex, Fulton, Lewis, Oswego, Otsego, Rensselaer, Saratoga, Schenectady, Schuyler, Tioga, Tompkins, Warren, and Washington Counties.
- 0.14 in Allegany, Broome, Cattaraugus, Chautauqua, Delaware, Dutchess, Greene, Orange, Putnam, Richmond, Rockland, Steuben, Sullivan, Ulster, and Westchester Counties.

The tons per unit in tabulation are based upon an appraisal of the need for liming material in the counties.

B. Superphosphate allowance.—A superphosphate allowance will be determined for each farm. It is the maximum number of hundredweights of 20 percent superphosphate or its equivalent for which payment will be made for carrying out Practice No. 2 and which will be furnished for carrying out Practice No. 2A. The allowance is 0.3 hundredweight for each farm allowance unit.

C. Adjustment in allowances.—Farm lime and superphosphate allowances may be adjusted between farms by the county committee on the basis of the relative needs for liming materials and superphosphate, the practices to be carried out, and the availability of the materials. The total of the allowances on participating farms after adjustments have been made shall not exceed the total of the computed allowances on the same farms.

D. Increase in small payment.—An increase in payment will be determined for each person if the value of the materials furnished him plus the payment earned by him is less than \$200. On farms where the only performance is with the use of conservation materials, the increase in small payment may be taken in additional lime. On other farms, the increase will be included in the cash payment.

PART III. PRACTICES AND RATES OF PAYMENT

The following practices have been approved for 1945. Practices Nos. 3 to 7, inclusive, and Practices Nos. 9 and 10 must be completed in accordance with the recommendations of the Soil Conservation Service or Agricultural Extension Service. Practices Nos. 3 to 5, inclusive, and Practices Nos. 9 and 10 must have the prior approval of the county committee. Practices Nos. 3 and 3A must also have the prior approval of the State committee. In designated areas, construction services necessary in completing Practices Nos. 3A, 4A, and 5A will be furnished by the Agricultural Adjustment Agency up to the rates of payment for Practices Nos. 3, 4, and 5, respectively, the balance of the cost to be paid by the producer.

The amount which may be earned by completing Practices 3 to 10, inclusive, after obtaining prior approval when necessary, limited only by the producer's ability to carry them out and the need for them on the farm. The rates of practice payments may be adjusted on the basis of funds hereafter made available by the Congress and the extent of participation in the program.

LIME PRACTICES

Liming material may be applied to (1) cropland which has been or will be tilled in 1944, 1945, or 1946, or on which a good stand of perennial legumes is growing, (2) permanent pastures, or (3) commercial orchards.

It is recommended that at least the equivalent of 2,000 pounds of ground limestone be applied per acre, except that it might be advisable to use less than that amount on land used for the production of potatoes or vegetables. Clover and alfalfa grow best on soils containing sufficient lime. Lime and phosphorus together are often needed for best results. Lime should not be used on soils which are already sweet. Lime applied to soils that do not need it may develop harmful rather than beneficial results. A soil test will determine if lime is needed. Lime applied at least a year ahead of seeding gives best results.

Practice No. 1.—Applying ground limestone not furnished by the Agricultural Adjustment Agency. Payment per ton of standard ground limestone or its equivalent:

\$3.25 in Columbia, Fulton, Herkimer, Jefferson, Madison, Monroe, Montgomery, Niagara, Oneida, Orleans, Schenectady, and Ulster Counties.

\$3.50 in Dutchess, Genesee, Onondaga, Orange, Saratoga, Warren, and Washington Counties.

\$3.75 in Chautauqua, Erie, Putnam, Rensselaer, Rockland, Schoharie, and Wayne Counties.

\$4.00 in Allegany, Cattaraugus, Livingston, Westchester, and Wyoming Counties.

\$4.25 in Albany, Cayuga, Chenango, Cortland, Greene, Lewis, Oswego, Otsego, St. Lawrence, and Steuben Counties.

\$4.50 in Broome, Chemung, Clinton, Delaware, Essex, Franklin, Nassau, Ontario, Richmond, Schuyler, Seneca, Suffolk, Sullivan, Tioga, Tompkins, and Yates Counties.

Standard ground limestone is defined as ground limestone which will analyze at least 50 percent total calcium oxide neutralizing equivalent, 100 percent of which will pass through a 20-mesh sieve, with a minimum of 40 percent passing through a 100-mesh sieve and which contains all the finer material produced in grinding. Magnesium oxides will be given a weight of 1.39 when converting to calcium oxide equivalent.

Practice No. 1A.—Applying lime furnished by the Agricultural Adjustment Agency.

SUPERPHOSPHATE PRACTICES

Credit may be allowed (1) for the use of available phosphoric acid in connection with establishing seedings of legumes for forage or cover crops, or as a topdressing on established pastures, and (2) for the use of superphosphate on any crop when mixed with stable manure.

Most New York soils need phosphorous. Superphosphate provides phosphorous in the most economical way, aids the growth of clovers and alfalfa, and helps to prevent winter-killing. Superphosphate gives best results when applied during seedbed preparations at the rate of 300 to 800 pounds per acre.

The use of superphosphate in the stable at the rate of about 1 pound per cow per day, or adding approximately 50 pounds of superphosphate to each load of manure, is also recommended. Used in the stable, superphosphate (1) combines with the ammonia, thus preventing loss of nitrogen; (2) supplies phosphoric acid, thus making the manure a better-balanced plant food for most soils; and (3) acts as a disinfectant. The addition of 50 pounds of superphosphate to 1 ton of manure makes it the equivalent of 100 pounds of 10-15-10 fertilizer.

Practice No. 2.—Applying superphosphate not furnished by the Agricultural Adjustment Agency and phosphoric acid in other fertilizer.

	Rates of payment			
	Superphosphate per hundredweight			Available P ₂ O ₅ in other ferti- lizer per pound
	20 percent	19 percent	18 percent	
In Nassau, Richmond, Rockland, and Suffolk Counties.....	\$0. 94	<i>Cents</i> 89	<i>Cents</i> 82	<i>Cents</i> 4. 6
In Orange and Ulster Counties.....	. 96	91	84	4. 7
In Clinton, Essex, Franklin, and St. Lawrence Counties.....	1. 01	97	90	5
In all other counties.....	. 98	93	86	4. 8

Practice No. 2A.—Applying superphosphate furnished by the Agricultural Adjustment Agency.

DRAINAGE DITCH PRACTICES

The construction of permanent open drainage ditches for the purpose of establishing outlets for terrace systems, diversions, sod waterways, tile drainage systems, and other farm drainage systems. To provide grassing over, the slope of banks should not exceed 45 degrees. Spoil banks should be leveled off and seeded to maintain a filter strip on either side. Payment is limited to \$5 per 100 linear feet when this practice is completed on land operated by only one farmer.

Practice No. 3.—CONSTRUCTING OR CLEANING OPEN DRAINAGE DITCHES. Payment: 8 cents per cubic yard of dirt removed.

Practice No. 3A.—CONSTRUCTING OR CLEANING OPEN DRAINAGE DITCHES with services furnished by the Agricultural Adjustment Agency.

DIVERSION PRACTICES

The construction of diversions including the seeding or sodding of the waterway. Proper outlets must be provided.

A diversion is a broad, shallow waterway constructed across a slope to intercept surface water and minimize soil erosion. A diversion will carry a flow of water about a rod wide and 12 to 15 inches at its maximum depth, and at no place does the diversion have a fall of more than 1 foot per 100 linear feet. Such a flow of water will not erode or wash the soil after grass has been established. Diversions can be used on slopes up to 20 percent grade. Where slope, topography, and outlet conditions will permit, they should be spaced approximately 300 feet to 500 feet apart. All farming operations should be parallel to the diversion, and a filter strip of close-growing vegetation or permanent sod should be maintained above the channel for a sufficient distance to prevent washing. Diversions are not waste land when seeded and may be managed the same as any permanent meadow.

Practice No. 4.—CONSTRUCTING DIVERSIONS. Payment: \$2.25 per 100 linear feet.

Practice No. 4A.—CONSTRUCTING DIVERSIONS with services furnished by the Agricultural Adjustment Agency.

TERRACE PRACTICES

The construction of standard terraces. No payment will be allowed unless proper outlets and necessary protective vegetation in the outlets are provided.

Practice No. 5.—CONSTRUCTING TERRACES. Payments: \$1 per 100 linear feet.
Practice No. 5A.—CONSTRUCTING TERRACES with services furnished by the Agricultural Adjustment Agency.

OTHER PRACTICES

Practice No. 6.—ESTABLISHING SOD WATERWAYS. Payment: 40 cents per 1,000 square feet.

Establishing permanent sod waterways on cropland which is used for an intertilled crop in 1945, or in cultivated orchards, or on any cropland where it is necessary to complete the establishment of a permanent vegetative cover in a waterway channel, terrace or diversion outlet. Payment will not be allowed for this practice unless the waterway has an average width of 10 feet or more and the channel is sufficiently wide at all points to carry all water diverted into it under conditions of maximum probable rainfall. Payment will not be made for this practice if carried out as part of Practices Nos. 4, 4A, 5, or 5A.

Practice No. 7.—ESTABLISHMENT OF CONTOUR STRIPCROPPING. Payment: \$1.50 per acre.

The establishing of contour strip cropping on cropland not previously strip-cropped. Strips of intertilled crops must be separated by strips of close-growing crops.

Practice No. 8.—WINTER COVER CROPS. Payment: \$1.50 per acre.

Growing a good stand and a good growth of (1) any legume or (2) small grain, ryegrass, or a mixture of small grain and ryegrass as a winter cover crop during the winter of 1944-45 on cropland used for a row crop in 1944 or 1945 or in orchards. Payment will not be made if a crop has been or will be harvested for hay or grain.

Practice No. 9.—APPLYING POTASH. Payment: 3 cents per pound of available potash.

The application of available potash (K₂O) either in a mixed fertilizer or alone (1) in connection with establishing seedings of legumes for forage, or (2) as a top dressing on established pastures.

It is recommended that at least 50 pounds of available potash be applied per acre. Payment may be earned by completing of this practice only in the counties listed below.

Clinton	Fulton	Oswego	Saratoga
Columbia	Jefferson	Putnam	Schenectady
Dutchess	Lewis	Rensselaer	Warren
Essex	Oneida	Rockland	Washington
Franklin	Orange	St. Lawrence	Westchester

Practice No. 10.—TILE DRAINAGE SYSTEMS. Payment: 40 cents per rod.

Installing tile drainage systems on cropland or in orchards. No payment can be allowed unless tile are placed at least 20 inches below surface of ground.

In order to obtain up-to-date information and help in the preparation of this program, a technical committee, made up of the following persons, worked closely with the State AAA committee and gave valuable assistance:

DAMON BOYNTON	D. D. FALES	GEORGE H. SERVISS
RICHARD BRADFIELD	D. LEO HAYES	R. TYLOR SPACE
S. J. BROWNELL	R. A. OLNEY	I. B. STAFFORD
L. C. CUNNINGHAM	B. B. ROBB	H. D. THOMPSON

A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Agency.

STATE COMMITTEE

ROBERT J. HOWARD, *Chairman,*

DAVID G. AGNE,

L. R. SIMONS, *Director of Extension,*

W. T. GRAMS, *Executive Assistant to the State Committee.*

CARL N. EMERLING,
 HAROLD L. PEET,

TABLE OF FAIR PRICES FOR SUPERPHOSPHATE

Area	Per ton		
	18 percent	19 percent	20 percent
1. Nassau, Richmond, Rockland, and Suffolk Counties.....	\$19. 60	\$21. 40	\$22. 60
2. Orange and Ulster Counties.....	20. 00	21. 80	23. 00
3. Clinton, Essex, Franklin, and St. Lawrence Counties.....	21. 40	23. 80	24. 40
4. All other counties.....	20. 60	22. 40	23. 60

42
76B
NR-910-New York
Supplement No. 3

Issued August 9, 1945

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

1945 AGRICULTURAL CONSERVATION PROGRAM
FOR NEW YORK

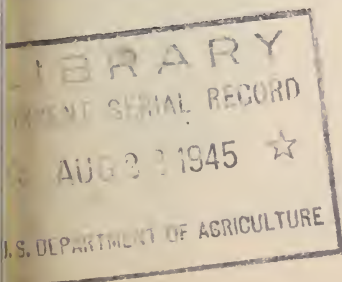
Supplement No. 3

Bulletin NR-910-New York is hereby amended by adding the following:

Practice No. 12 - Mulching Commercial Orchards and Vegetables

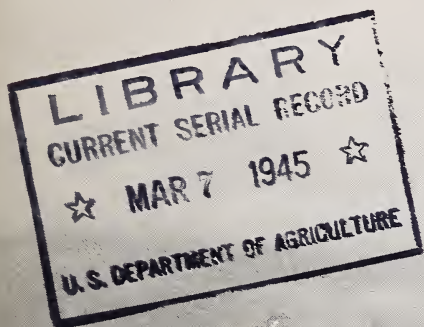
Rate of Payments: \$4.00 per ton.

The application of air-dried straw or hay, or its equivalent, excluding barnyard or stable manure, as a mulch, to commercial orchards, small fruits or perennial vegetable land. It is recommended that at least two tons per acre be applied. All materials produced on the land during the 1945 program year from grasses, legumes, green manure crops or cover crops as well as the mulching material must be left on the land. Such crops or material, however, may be plowed under or disked. The amount which may be earned for this practice is limited only to the producer's ability to carry it out.



A. W. Manchester
Director, Northeast Division

AGRICULTURAL CONSERVATION FOR PENNSYLVANIA



Agricultural conservation and stabilized farm income preserve and protect the best in American Life and institutions.



The improved pasture and deeply rooted grasses of this Dauphin County farm conserve soil and provide economical forage for profitable milk production. This farmer utilizes AAA practices in his war food production plans.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
WASHINGTON, D. C.

Issued January 17, 1945

THE 1945 AGRICULTURAL CONSERVATION PROGRAM FOR PENNSYLVANIA

PART I. GENERAL

Program Year—January 1, 1945, to December 31, 1945

The 1945 Program is designed to assist Pennsylvania farmers in the production of food and feed crops during the wartime emergency and to maintain and conserve soil fertility.

It is suggested that each farmer confer with his community committeeman to plan how the Program can be of greatest assistance to obtain the maximum conservation on his farm.

CONSERVATION MATERIALS

Liming materials and superphosphate will be furnished by the Agricultural Adjustment Agency as conservation materials. The Government will pay part of the cost of the material and the farmer will pay part. In case of lime, the farmer will pay \$1.10 for each ton ordered on a bagged, farm-delivery basis. This payment will be made to the county association at the time of placing the order. Superphosphate will be furnished through local dealers. The farmer will pay his part of the cost directly to the dealer. The total cost shall not exceed the established fair price.

ELIGIBILITY

Any farm may participate in the 1945 Program on which at the time of enrollment, there are at least 10 acres of cropland or 5 animal units or on which there were grown in 1944, at least 3 acres of vegetables, potatoes, tobacco, orchards, and small fruits; and any other farm on which the county committee, with the approval of the State committee, determines that participation in the Program will result in significant conservation of soil resources.

An animal unit means 1 dairy or beef animal over 2 years, 2 dairy or beef animals under 2 years, 5 goats, sheep, or lambs, or 100 poultry.

PART II. ALLOWANCES AND INCREASE IN SMALL PAYMENT

FARM ALLOWANCE

A conservation materials allowance will be established for each farm and is the maximum number of tons of lime for which payment will be made for carrying out Practice No. 1 and which will be furnished (bagged, farm-delivery basis) for carrying out Practice No. 1A. The allowance is 1 ton for each 6 acres of cropland, orchard, and pasture.

Some farmers may feel that it is not practical to use their entire allowance in lime. Superphosphate may be substituted at the rate

of 5 cwt. of 20 percent superphosphate or its equivalent for each ton in the allowance not used for lime.

Farmers who do not order lime or superphosphate through the Program, but desire to purchase their own may do so and earn payments under Practices 1 and 2.

Farmers who do not wish to purchase superphosphate and apply for a cash payment may obtain a purchase order from their county committee to place with their local dealer to obtain their share of superphosphate.

ADJUSTMENTS IN FARM ALLOWANCES

Farm allowances may be adjusted between farms by the county committee on the basis of the relative needs for conservation-materials, practices to be carried out, and availability of materials. The total of the allowances after adjustments have been made shall not exceed the total of the allowances for participating farms in the county prior to such adjustments.

INCREASE IN SMALL PAYMENT

An increase in small payment will be determined for each person if the value of the material furnished him plus the payment earned by him is less than \$200.

On farms where the only performance is with the use of conservation materials, the increase in small payment may be taken in additional lime. On other farms, the increase will be included in the cash payment.

PART III. SOIL-BUILDING PRACTICES

Following are the approved practices for 1945. In addition to the lime and superphosphate practices which are limited to the farm allowance, a farmer may earn a cash payment for carrying out Practices No. 3 through 7. The number of units of a practice for which he may earn payment will be limited to the need on his farm and his ability to carry out the practice. Practices No. 5, 6, and 7 should be carried out in accordance with recommendations of the Soil Conservation Service or the Agricultural Extension Service.

The rates of practice payments may be adjusted on the basis of funds hereafter made available by the Congress and the extent of participation in the program.

LIME PRACTICES

Liming material may be applied to cropland, pasture, orchard, or vineyard.

It is recommended that when used on pasture, the application per acre be at least 1,500 pounds of hydrated lime, 1,200 pounds of ground, burned lime, or 2,000 pounds of other liming material.



Contour stripcropping and diversion ditches break the force of flowing water and control destructive erosion. Practices 5 and 6.



This Allegheny County farmer is following the approved practice of mixing superphosphate with manure. Practices 2 and 2A.



Consistent and careful spreading of lime "sweetens" the soil and increases its productivity. It is a tried and true method of modern farming for cropland, pasture, orchard, or vineyard. Practices 1 and 1A.



Good pastures mean good feed, larger milk production, and enriched soil. Pennsylvania farmers have learned that improved pasture pays dividends. Practices 1, 1A, 2, and 2A.

Practice No. 1.—Applying lime NOT furnished by the Agricultural Adjustment Agency.

Rates of payment per ton of standard ground limestone or its equivalent:

\$2.50 in Beaver and Lawrence Counties.

\$2.60 in Adams, Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties.

\$2.75 in Franklin, Snyder, and Union Counties.

\$3.00 in Centre, Clinton, Cumberland, Lancaster, Northumberland, and York Counties.

\$3.30 in Bedford, Berks, Blair, Butler, Cambria, Fulton, Huntingdon, Lebanon, Mercer, and Montour Counties.

\$3.50 in Greene, Jefferson, Juniata, Perry, and Venango Counties.

\$3.75 in Crawford, Dauphin, Erie, Indiana, Lehigh, Lycoming, Mifflin, and Somerset Counties.

\$3.90 in Armstrong, Clarion, Clearfield, Columbia, and Fayette Counties.

\$4.30 in Carbon, Luzerne, Northampton, Schuylkill, Sullivan, and Warren Counties.

\$4.50 in Allegheny, Lackawanna, Washington, Westmoreland, and Wyoming Counties.

\$4.75 in Bradford, Cameron, Elk, Forest, McKean, Monroe, Pike, Potter, Susquehanna, Tioga, and Wayne Counties.

Standard ground limestone is defined as ground limestone which will analyze at least 50 percent total calcium oxide neutralizing equivalent, 100 percent of which will pass through a 20-mesh sieve, with a minimum of 40 percent passing through a 100-mesh sieve and which contains all the finer material produced in grinding. Magnesium oxides will be given a weight of 1.39 when converting to calcium oxide equivalent. An amount equivalent to a ton of standard ground limestone will be established by the State committee for ground limestone not meeting these requirements. Such an equivalent will be based on an analysis made by the Agricultural Adjustment Agency.

The following are equivalents of 1 ton of standard ground limestone in all counties in Pennsylvania:

2,000 lbs. lump burned lime.

4,000 lbs. agricultural slag.

2,500 lbs. moist limestone.

3,000 lbs. lime marl.

1,500 lbs. hydrated lime.

The equivalent of ground oyster shell will be determined in accordance with the definition of standard ground limestone.

Practice No. 1A.—Applying lime furnished by the Agricultural Adjustment Agency.

SUPERPHOSPHATE PRACTICES

Superphosphate and available phosphoric acid in mixed fertilizer may be applied to permanent pastures, good stands of legumes, winter cover crops, cover crops in orchards or vineyards, or in connection with the seeding of legumes or grasses. Superphosphate may also be mixed with stable or poultry manure or used in the stable or poultry house if the manure is not sold.

It is recommended that the application per acre be at least 300 pounds of 20 percent superphosphate or its equivalent to established

permanent pasture and at least 200 pounds when used with legumes, cover crops, and seedings.

Practice No. 2.—Applying available phosphoric acid in mixed fertilizer and superphosphate not furnished by the Agricultural Adjustment Agency.

Area	Rates of payment			Available P ₂ O ₅ in mixed fertilizer per lb.	Counties
	Superphosphate per cwt.				
	20%	19%	18%		
I	\$0. 94	\$0. 89	\$0. 82	\$0. 046	Crawford, Erie, McKean, Potter, and Warren Counties.
II	. 92	. 88	. 80	. 045	Bradford, Lackawanna, Pike, Sullivan, Susquehanna, Tioga, Wayne, and Wyoming Counties.
III	. 95	. 90	. 84	. 047	Allegheny, Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Elk, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Venango, Washington, and Westmoreland Counties.
IV	. 92	. 87	. 81	. 045	Bedford, Blair, Cambria, Centre, Clinton, Columbia, Huntingdon, Juniata, Luzerne, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, Somerset, and Union Counties.
V	. 87	. 82	. 76	. 043	Adams, Berks, Bucks, Carbon, Chester, Cumberland, Dauphin, Delaware, Franklin, Fulton, Lancaster, Lebanon, Lehigh, Monroe, Montgomery, Northampton, Philadelphia, Schuylkill, and York Counties.

Practice No. 2A.—Applying superphosphate furnished by the Agricultural Adjustment Agency.

OTHER PRACTICES

Practice No. 3.—Ryegrass—Winter cover crop:

Rate of payment: \$2.00 per acre.

The seeding in 1945 of ryegrass for a winter cover crop in the last working of any cultivated row crop, in buckwheat, soybeans, orchards, or vineyards. It is recommended that 15 to 20 pounds of seed per acre be used.

Practice No. 4.—Winter cover crop:

Rate of payment: \$1.50 per acre.

Growing during the winter of 1945-46, *as a winter cover crop*, a good stand and a good growth of crimson clover or vetch on cropland, orchards, or vineyards.

Practice No. 5.—Constructing diversion ditches:

Rate of payment: \$2.25 per 100 linear feet.

The construction of diversion ditches. Payment will not be allowed unless the waterway is seeded or sodded and proper outlets are provided. This practice must have prior approval of the county committee.

Practice No. 6.—Establishing contour stripcropping:

Rate of payment: \$1.50 per acre.

Payment will be made for establishing stripcropping on cropland not previously stripcropped. Strips of intertilled crops must be separated by strips of close-growing crops.

Practice No. 7.—Establishing sod waterways:

Rate of payment: \$0.75 per 1,000 square feet.

Payment will be made for establishing permanent sod waterways on cropland which is used for an intertilled crop in 1945, or in cultivated orchards, or on any cropland where it is necessary to complete the establishment of a permanent vegetative cover in a waterway channel, or terrace, or diversion outlet.

Payment will not be allowed for this practice unless the waterway has an average width of 10 feet or more, and the channel is sufficiently wide at all points to carry all water diverted into it under conditions of maximum probable rainfall. Payment will not be allowed for this practice if carried out as part of Practice No. 5.

A. W. MANCHESTER,
*Director, Northeast Division,
Agricultural Adjustment Agency.*

STATE COMMITTEE:

CLYDE A. ZEHNER, *Chairman*
ALBERT H. SMITH
JOHN A. SMITH
GEORGE W. SCHULER
GEORGE H. MILLER
J. M. FRY, *Director of Extension*

TECHNICAL ADVISORY COMMITTEE:

H. C. FETTEROLF
MERTON S. PARSONS
WALTER C. GUMBEL
WALTER MAGNES TELLER
WILBUR C. BARKDOLL
JOHN C. BAILEY

State AAA Office.—279 Boas Street, Harrisburg, Pa.

U. S. GOVERNMENT PRINTING OFFICE: 1945

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region

THE 1945 AGRICULTURAL CONSERVATION PROGRAM
FOR RHODE ISLAND

PART I. GENERAL

A. Objective

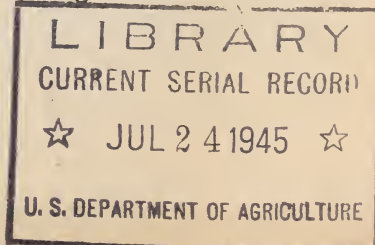
The established objective of the Agricultural Conservation Program is to help farmers protect their soil resources against damage and depletion. The 1945 Program has been formulated to achieve this objective by encouraging a much greater use of those soil-building and soil conserving practices which are especially adapted to offset soil depletion which has resulted from increased production demands on Rhode Island farmers.

B. The Program

To accomplish the objectives of the 1945 Program, lime and superphosphate limited to the lime and superphosphate allowances will be furnished by the Agricultural Adjustment Agency for the carrying out of soil-building practices (the application of ground limestone and superphosphate). However, a farmer may exercise the option of buying his lime and superphosphate and applying it to earn a cash payment. Payments also will be made for performing soil conserving practices (cover crops, terracing and stripcropping). The Rhode Island State Agricultural Adjustment Agency Committee collaborated with the Extension Service and the Soil Conservation Service in the development and adoption of practices suitable to this area.

C. Conservation Materials

Where liming materials and superphosphate are furnished as conservation materials, the Agricultural Adjustment Agency will pay part of the cost of the materials and the farmer will pay part. In the case of lime, the farmer will pay \$1.20 per ton for each ton ordered (bagged railroad siding basis). In the case of superphosphate furnished under contract, the payment will be 25 cents per hundredweight for 20 percent, 24 cents for 19 percent and 22 cents for 18 percent. These payments will be made to the county association at the time of placing the order. If superphosphate is furnished through local dealers, the



farmer will pay his part of the cost directly to the dealer. The total cost shall not exceed the established fair price.

D. Program Year

The program year begins November 1, 1944 and ends December 31, 1945.

E. Eligibility

To participate in the program, a farm must have one of the following items:

5 livestock units at time of enrollment. (A livestock unit means one dairy or beef animal, 5 sheep, lambs or goats)

300 pullets on range in 1944.

A total of 3 acres of potatoes, vegetables, orchards and small fruits in 1944.

Any other farm may participate if the county committee, with the approval of the State Committee, determines that such participation will result in significant conservation of soil resources.

PART II. ALLOWANCES AND INCREASE IN
SMALL PAYMENT

A. Lime Allowance

A lime allowance will be determined for each farm. It is the maximum number of tons of lime for which payment will be made for carrying out Practice No. 1 and which the Agricultural Adjustment Agency will furnish (bagged railroad siding basis) for carrying out Practice No. 1A. The allowance is 0.25 ton for each Allowance Unit as defined below.

B. Superphosphate Allowance

A superphosphate allowance will be determined for each farm. It is the maximum hundredweights of 20 percent superphosphate or its equivalent for which payment will be made for carrying out Practice No. 2 and which the Agricultural Adjustment Agency will furnish for carrying out Practice No. 2A. The allowance is 1.4 cwt. for each Allowance Unit as defined below.

C. Allowance Unit

An allowance unit is 1 head of cattle or calves, 5 head of sheep, lambs and goats on the farm at time of enrollment; 100 pullets

on range in 1944; 1 acre of orchards or small fruits; and 1 acre of vegetables on the farm in 1944.

D. Adjustments in Allowances

Farm lime and superphosphate allowances may be adjusted between farms by the county committee on the basis of the relative needs for liming materials and superphosphate, the practices to be carried out and the availability of the materials. The total of the allowances on participating farms after adjustments have been made shall not exceed the total of the computed allowances on the same farms.

E. Increase in Small Payment

An increase in small payment will be computed for each person if the value of the materials furnished him plus the payment earned by him is less than \$200. On farms where the only performance is with the use of conservation materials, the increase in small payment may be taken in additional lime. On other farms, the increase will be included in the cash payment.

PART III. PRACTICES AND RATES OF PAYMENT

The following practices have been approved for 1945. The amount of payment which may be earned by carrying out Practices No. 4 through 8 is limited only by the farmer's ability to carry them out in a manner consistent with good production and soil management practices for his particular farm.

Practices No. 5 through 8 should be carried out in accordance with recommendations of the Soil Conservation Service or the Agricultural Extension Service. Practices No. 6 and 7 must have prior approval of the county committee.

LIME PRACTICES

Limestone may be applied to cropland which the farmer indicates will be tilled in 1944-45 and 46, or on which good stands of biennial or perennial legumes are growing; also to permanent pastureland, commercial orchards or poultry ranges.

In order that the greatest benefit may be derived from the use of limestone, care and judgment in its use should be exercised. The use of the soil test is recommended in order to determine actual requirements. If this is not done, the following schedule is recommended:

Soils Not Previously Limed

Alfalfa	3 tons per acre
Clover and mixtures	2 tons per acre
Topdressing permanent pastures	1 ton per acre

Soils Moderately Limed

(1 to 2 tons within last 3 or 4 years)

Alfalfa	2 tons per acre
Clover and mixtures	1 ton per acre

Soils Heavily Limed

(3 tons or more within last 3 years)

Alfalfa	1 ton per acre
Clover and mixtures	None

Practice No. 1

Applying lime not furnished by the Agricultural Adjustment Agency. Payments \$5.15 per ton of standard ground limestone or its equivalent.

Standard ground limestone is defined as ground limestone which will analyze at least 50 percent total calcium oxide neutralizing equivalent, 100 percent of which will pass through a 20-mesh sieve, with a minimum of 40 percent passing through a 100-mesh sieve and which contains all the finer material produced in grinding. Magnesium oxides will be given a weight of 1.39 when converting to calcium oxide equivalent.

Practice No. 1A

Applying lime furnished by the Agricultural Adjustment Agency.

SUPERPHOSPHATE PRACTICES

Available phosphoric acid in superphosphate or mixed fertilizer may be used in connection with:

The planting of: Annual, biennial, or perennial legumes for forage or cover crops, including but not limited to the following: alfalfa, red, alsike, sweet, ladino and White Dutch clovers; vetch, soybeans, and field peas.

The topdressing of: Permanent pasture sods and poultry ranges or good stands of alfalfa, alsike, red and Ladino clovers, or on cover crops in orchards and permanent sods in orchards.

Manure: Superphosphate may be mixed with stable or poultry manure if the manure is not sold.

Superphosphate does not move freely in the soil and it therefore gives best results when applications are made during seed bed preparation. Topdressing with superphosphate is much more effective when applied with manure. Its use as a topdressing other than with manure is not generally recommended.

Superphosphate recommendations:

Seeding alfalfa	600-800 lbs. per acre
Seeding clovers (Red, Alsike, Ladino, White Dutch)	500 lbs. per acre
Topdressing	With manure

When superphosphate is mixed with manure in stables, use 1 to 2 lbs. per animal unit per day or 1 lb. per 100 birds on dropping boards in poultry houses or 30 to 50 lbs. per ton on the spreader.

Practice No. 2

Applying available phosphoric acid (P_2O_5) in mixed fertilizer and superphosphate not furnished by the Agricultural Adjustment Agency.

Rates of Payment:

20% superphosphate	95 cents per cwt.
19% superphosphate	90 cents per cwt.
18% superphosphate	83 cents per cwt.

Available phosphoric acid in other fertilizers	4.7 cents per pound
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Practice No. 2A

Applying superphosphate furnished by the Agricultural Adjustment Agency.

Practice No. 3

Applying Available Potash. Payment: 3 cents per pound of available potash (K_2O).

Potash may be applied:

In connection with the planting of: Annual, biennial, or perennial legumes for forage or cover crops, including but not limited to alfalfa, red, alsike, sweet, Ladino, and White Dutch Clovers, vetch, soybeans and field peas.

As topdressing of: Permanent pasture sods, poultry ranges, good stands of alfalfa, alsike, red and Ladino clovers, cover crops in orchards and permanent sods in orchards.

The number of pounds for which payment will be made for carrying out this practice is limited to 1 pound of available potash (K_2O) for each three pounds of available phosphoric acid (P_2O_5) used in the program.

Practice No. 4

Winter Cover Crops. Payment: \$1.50 per acre.

Payment will be made for the seeding and leaving of a good growth of winter wheat or rye on the land as a cover crop during the winter of 1944-45. The winter wheat or rye may be used as support crops for winter vetch. The seeding of such winter cover crops must be on land devoted to intertilled crops during the 1944 crop season. Wheat or rye harvested for hay or grain will not qualify.

Practice No. 5

Stripcropping. Payment: 50 cents per acre.

Payment will be made for establishing stripcropping not previously stripcropped. Strips of intertilled crops must be separated by strips of close-growing crops.

TERRACING PRACTICES

Payment will be made for constructing standard terraces. Proper outlets and the necessary protective vegetation in the outlets must be provided. Terraces having a cross section of less than the cross section of a terrace with a base of 20 feet and a height of 2 feet will be reported as Practice No. 7.

Practice No. 6

Payment: \$1.50 per 100 linear feet.

Practice No. 7

Payment: \$1.00 per 100 linear feet.

Practice No. 8

Establishing Sod Waterways. Payment: 75 cents per 1,000 square feet.

Payment will be made for establishing permanent sod waterways on cropland which is used for an intertilled crop in 1945 or in cultivated orchards, or on any cropland where it is necessary to complete the establishment of a permanent vegetative cover in a waterway channel, or terrace, or diversion outlet. Payment will not be allowed unless the waterway has an average width of ten feet or more and the channel is sufficiently wide at all points to carry all water diverted into it under conditions of maximum probable rainfall.

The responsibility for administration of the 1945 Agricultural Conservation Program at the county and community level shall rest on the county and community committeemen respectively. The general requirements of administration will be set forth in more detail in memoranda supplemental to this bulletin.

Any questions relative to any phase of this program should be directed through community committeemen to the county committee of the county in which the farmer conducts his operations.

The addresses of the county and state offices follow:

Bristol	Greenville, Rhode Island
Kent	Wakefield, Rhode Island
Newport	Newport, Rhode Island
Providence	Greenville, Rhode Island
Washington	Wakefield, Rhode Island

State Office, Agricultural Adjustment Agency,
Rhode Island State College, Kingston, R. I.

This program is approved by the Rhode Island State Agricultural Adjustment Agency Committee listed below:

A. W. Manchester
Director, Northeast Division
Agricultural Adjustment Agency

State Committee:
Oscar R. Hallene, Chairman
A. W. Bowser
H. H. Barton
H. O. Stuart, Director of Extension
R. S. Shaw, State Executive Ass't.



MAR 2 - 1945

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

U. S. DEPARTMENT OF AGRICULTURE
NORTHEAST DIVISION1945 AGRICULTURAL CONSERVATION PROGRAM
FOR VERMONT

[The program year begins November 1, 1944, and ends December 31, 1945]

The 1945 Agricultural Conservation Program, as in previous years, stresses the improvement of hay and pasture land through the use of lime and superphosphate. A practice for the use of complete fertilizer on hay and pasture land is added to enable farmers to increase the yields on land already treated with the necessary minerals.

CONSERVATION MATERIALS

Where liming materials and superphosphate are furnished as conservation materials, the Agricultural Adjustment Agency will pay part of the cost of the materials and the farmer will pay part. In the case of lime, the farmer will pay \$1.15 for each ton ordered (bagged, farm delivery basis). In the case of superphosphate furnished under contracts, the payment will be 24 cents per hundredweight for 20 percent, 23 cents for 19 percent, and 22 cents for 18 percent. These payments will be made to the county association at the time of placing the order.

FARM ALLOWANCES AND INCREASE IN SMALL PAYMENT

Lime allowance.—A lime allowance is determined for each farm and is the maximum number of tons of lime which the Agricultural Adjustment Agency will furnish (bagged, farm-delivery basis) to carry out Practice No. 1A and for which payment will be made for carrying out Practice No. 1. The allowance is 1 ton for each 10 acres of cropland.

Superphosphate allowance.—A superphosphate allowance is determined for each farm and is the maximum number of hundredweight of 20 percent superphosphate or its equivalent which the Agricultural Adjustment Agency will furnish to carry out Practice No. 2A and for which payment will be made for carrying out Practice No. 2. The allowance is 100 pounds for each animal unit on the farm. Each head of cattle and calves is an animal unit; 100 laying hens and pullets is an animal unit.

Adjustments in allowances.—Farm lime and superphosphate allowances may be adjusted by the county committee on the basis of the relative needs for liming materials and superphosphate, the practices to be carried out, and the availability of the materials. The total of the allowances on participating farms after adjustments have been made shall not exceed the total of the computed allowances on the same farms.

Increase in small payment.—A small payment increase will be computed for each person if the value of the materials furnished him plus the payment earned by him is less than \$200. On farms where the only performance is with the use of conservation materials furnished by the Agricultural Adjustment Agency, the increase in small payment may be taken in additional lime. On other farms, the increase will be included in the cash payment.

CONSERVATION PRACTICES

LIMING PRACTICES: Liming material may be applied to cropland which has been or will be tilled in 1944, 1945, or 1946 or on which a good stand of perennial legumes is growing. It may also be used to top-dress permanent pasture land or orchard sod.

Practice No. 1.—Lime not furnished by the Agricultural Adjustment Agency. Payment per ton of standard ground limestone or its equivalent: \$3.75 in Franklin

County; \$4 in Addison, Chittenden, Grand Isle, and Rutland Counties; \$4.50 in Bennington, Lamoille, Washington, Windham, and Windsor Counties; \$5 in Caledonia and Orleans Counties; and \$5.50 in Essex and Orange Counties.

Standard ground limestone is defined as ground limestone which will analyze at least 50 percent total calcium oxide neutralizing equivalent, 100 percent of which will pass through a 20-mesh sieve, with a minimum of 40 percent passing through a 100-mesh sieve and which contains all the finer material produced in grinding. Magnesium oxides will be given a weight of 1.39 when converting to calcium oxide equivalent.

Practice No. 1A.—Lime furnished by the Agricultural Adjustment Agency.

SUPERPHOSPHATE PRACTICES: Superphosphate may be applied on any crop or crop rotation which leads to the seeding of legumes or grasses, except that it may not be used on husking corn, potatoes, or vegetables. Superphosphate may be used for top-dressing established hay or pasture, or mixed with manure in the stable or on the dropping boards if the manure is not to be sold.

Practice No. 2.—Superphosphate not furnished by the Agricultural Adjustment Agency.

	Payment per hundred weight of superphosphate		
	20 percent	19 percent	18 percent
In Addison, Bennington, Rutland, Windham, and Windsor Counties.....	Cents 93	Cents 88	Cents 80
In Caledonia, Chittenden, Essex, Franklin, Grand Isle, Lamoille, Orange, Orleans, and Washington Counties.....	96	91	83

Practice No. 2A.—Superphosphate furnished by the Agricultural Adjustment Agency.

COMPLETE FERTILIZER PRACTICES: The application of a complete fertilizer to hay, pasture land, or in connection with establishing new seedings.

Practice No. 3B.—PAYMENT: 4.6 cents per pound of available phosphoric acid.

Practice No. 3C.—PAYMENT: 3.5 cents per pound of available potash.

The maximum amount that may be earned for carrying out these practices is

- (1) \$4.55 for each ton in the lime allowance not used for the lime practices and
- (2) 93 cents for each hundredweight in the superphosphate allowance not used for the superphosphate practices in Addison, Bennington, Rutland, Windham, and Windsor Counties, and 96 cents in other counties.

MULCHING PRACTICE: The application of mulching materials to commercial orchard land as a mulch. All materials produced on the land during 1945 from grasses, legumes, green manure crops, as well as the mulching material are to be left on the land. Mulching materials that are not air-dried will be paid for on an air-dried basis. It is recommended that at least 1 ton of air-dried straw or its equivalent be used per acre. The amount of payment for carrying out the mulching practice will be limited only by the amount of the practice the farmer can carry out in accordance with good production and conservation practices for his farm.

Practice No. 4.—PAYMENT: \$5 per ton of air-dried hay, straw, shavings, or sawdust.

The rates of practice payments may be adjusted on the basis of funds hereafter made available by the Congress and the extent of participation in the program.

STATE COMMITTEE:

GEORGE D. BAILEY, *Chairman*,

E. FRANCIS BRANON,

DANA M. SMITH,

WALTER H. BEEBE,

RAY R. ALLEN,

J. E. CARRIGAN, *Director of Extension*,

H. W. SOULE, *Executive Assistant to the State Committee*.

A. W. MANCHESTER,

Director, Northeast Division,

Agricultural Adjustment Agency.

WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
North Central Division

INSTRUCTIONS FOR DETERMINING PERFORMANCE
UNDER THE 1945 FARM PROGRAM

Part I—GENERAL INSTRUCTIONS

A. General plan for determining performance.—Performance under the 1945 Farm Program will be determined in the following manner:

1. Farm operators will be responsible for determining, and reporting to community committeemen, the extent of the conservation practices carried out on their farms, the acreage of flax for flaxseed, and the shares of each person on the farm in the practices and the flax acreage.

2. The community committeemen, through the county committee, will make arrangements to hold a meeting in their community to obtain performance reports from farm operators. Farmers who are unable to attend these meetings may furnish the necessary information to their community committeemen at a later date or to the county committee.

3. The community committeeman will record the information reported to him by the farmers on Form NCR-903, 1945 Farm Plan, which was used to record farmers' intentions earlier in the year and will approve the report after he has satisfied himself that the farm operator has used acceptable methods in determining the extent of his performance, and that the information reported is accurate and complete.

4. The community committeemen will spot check at least 5 percent of the farms for which performance reports have been prepared and will determine by inspection, and by actual measurements when necessary, the extent of performance on these farms.

5. The county committee will supervise the performance work to the extent necessary to determine that the work is being done in an acceptable manner.

6. The State committee, through the use of farmer fieldmen, will review a sufficient amount of the work in each county to determine whether the work is being done satisfactorily and in a uniform manner throughout the State.

B. Information to be reported.—The extent of all conservation practices carried out on the farm, the acreage of flax planted, the names and addresses of the producers sharing in the practices or in the flax acreage and their respective shares therein are to be reported. Farmers may also report the acreage of other crops if they wish to have this information available in the county office.

C. Acceptable methods of determining extent of practices.—Wherever possible farm operators should use official acreages which

have been furnished under the AAA program on farm maps, or other forms, in determining the extent of their conservation practices and flax acreage. If such acreages are not available, farm operators may make the necessary determinations by using any other reasonably accurate method which is commonly used in the community in determining acreages or amounts.

If the farmer cannot determine the acreage of certain fields, he may furnish the community committeeman with linear measurements or points which can be identified on the farm photograph, and from which the acreage can be determined in the county office.

Farm operators will be required to furnish weight tickets, receipts, sales slips, or other acceptable written evidence to establish the extent of practices which are measured in units of weight.

Part II—INSTRUCTIONS TO COMMUNITY COMMITTEEMEN

A. Forms to be used.—The county office will furnish community committeemen with Forms NCR-903, 1945 Farm Plan, farm maps, and other material which may be needed in completing the reports.

Partly prepared Forms SB-902, Farming Unit Report, will be furnished for sugar beet farms, and shall be filled out in accordance with applicable instructions.

B. Entries to be made on Form NCR-903.—All entries made by community committeemen on performance reports should be in black pencil or ink, and should be made on the basis of the information reported by the farm operators, except as otherwise provided in this procedure. All corrections in information made on NCR-903 shall be made by drawing a light line through the incorrect information and entering the correct information above or beside the incorrect information. Each such correction shall be initialed by the community committeeman. Entries shall be made in accordance with the following instructions:

1. Performance data will be entered in Section VII of NCR-903 in Nebraska and South Dakota and in Section IV of NCR-903 in all other States.

2. The names of the owner and operator and their addresses should be verified and corrected, if necessary.

3. If an approved practice for which the practice number and name, were not printed on NCR-903 has been carried out on the farm, the practice number and the name of the practice should be entered in the appropriate columns on a blank line. If flax has been planted, the word "Flax" should be entered on a blank line in the column headed "Practice." If necessary, the practice number and name of a practice which was not carried out on the farm may be deleted to provide space for the entries for additional practices or flax. All practices carried out should be reported even though the entire farm payment may have been earned by one or more practices.

4. Sufficient description of each practice should be entered in the column headed "Practice" to identify the practice and to provide all of the information needed to compute the payment for the practice. For contouring, striperopping, green manure, winter cover, hayseed and other practices which are approved only in connection with certain crops, the names of the crops should be shown. For

weed control and tree planting practices the types of weeds being controlled and the types of trees planted should be indicated. For fertilizer practices the analysis of the fertilizer and the names of the crops to which the fertilizer was applied should be shown. For practices such as farm ditches and dams for livestock water and other practices where the payment is limited, or the payment rate varies, depending on the methods used, the type of material used, or other specifications for the practice, all information needed in computing the payment for the practice or in applying the payment limitation for the practice, should be shown. Practices carried out with conservation materials or services other than services furnished by the county association should be identified by entering the letters "CMS" following the names of the practices. If part of a practice is carried out with conservation materials or services and part of the same practice is carried out with other than conservation materials or services, separate entries should be made for each such part.

5. The extent of practices performed and the acreage planted to flax should be entered in the column headed "Units Performed" opposite the name of the practice or the word "Flax." If any person on the farm has different shares in different parts of the same practice or in different parts of the flax on the farm, separate entries should be made for each part in order that the proper shares may be shown in the share column. If part of a practice is carried out with conservation materials or services and a part of the same practice is carried out with other than conservation materials or services, separate entries showing the extent of the practice carried out with conservation materials or services and the extent of the practice carried out with other than conservation materials or services should be made and properly identified. Where necessary, the unit of measurement used in entering the extent of the practice should be shown; for example, 1,450 cubic feet, 500 pounds, 3.5 tons.

6. The initials of the persons sharing in the conservation practices shall be entered in the columns beneath the word "Shares." Entries for shares in the practices and in the flax acreage shall be made in the columns headed by the word "Shares" beneath the initials of the appropriate persons. If only one person shares in the practices and the flax acreage, "all" or "100 percent" may be written across the share column.

If two or more persons contributed to the cost of a practice, they shall be deemed to have equal shares in the practice unless it is established to the satisfaction of the county committee that their shares are not in equal proportion, except that in connection with practices carried out with conservation materials or services, the payment will be made to the person or persons to whom the materials or services were furnished.

7. The community committeeman should require the farmer to present sales slips, receipts, weight tickets, or other acceptable written evidence to establish the extent of practices which are measured in units of weight. Weight tickets need not be obtained for materials furnished by the AAA.

8. The community committeeman should check such engineering practices as dams, ditches, terraces, etc. to insure full compliance with the specifications. The community committeeman should base

his approval of such practices as summer fallow, mowing weeds, etc., upon his observation or knowledge of these operations on the farms in his community throughout the season.

9. If the weed control practice has been carried out, the community committeeman should obtain from the farm operator Form ACP-147, Producer's Record of Perennial Noxious Weed Control or Eradication Operations, to be attached to the performance report.

10. If a practice requiring prior approval of the county committee is reported, the community committeeman should determine whether the practice was carried out on the specified location and in accordance with the conditions of the prior approval given by the county committee. If the county committee has not given prior approval of the practice, it should not be listed on the performance report.

11. The farm operator will sign NCR-903 after he is satisfied that the form has been properly prepared. The community committeeman will sign NCR-903 and enter the date when the form is completed and he has satisfied himself that the farm operator has used acceptable methods in determining the extent of performance and that the information reported is accurate and complete.

C. Other information.—Any information concerning the general operation of the farm which would affect payments, should be reported. In most cases, other information to be reported will be brought out by the farmer's report or through discussion with the farmer. Specific reference should be made to the following items where applicable.

1. *Additional practices to be carried out.*—If additional practices are to be carried out, NCR-903 should be kept by the community committeeman until such practices have been performed.

2. *Failure to maintain practices established under previous programs.*—If any conservation practice carried out under previous programs is not maintained in accordance with good farming practice or the effectiveness of any such practice is destroyed in 1945, enter under "Remarks" the name and extent of the practice which was not maintained and the names of the persons responsible therefor.

3. *Breaking out permanent vegetative cover (specified counties in Nebraska and South Dakota).*—The community committeeman by observation or by interviewing the farmer should determine whether any native sod or any other permanent vegetative cover was broken out in 1945 on land which, in his opinion, is not suited to the continuing production of cultivated crops or which will become a wind erosion hazard in the community. If any such land was broken out, the acreage broken out and the names of the persons responsible therefor should be entered under "Remarks."

4. *Range management plan (Nebraska and South Dakota).*—Sufficient information should be obtained from the farmer to determine whether the range management plan, including any recommended changes, has been properly carried out. An indication should be made under "Remarks" as to whether the range management plan has been properly carried out.

5. *Failure to carry out approved erosion-control measures.*—If measures for the prevention of wind and water erosion were not adopted to the extent that any part of the land under the farmer's

control has become an erosion hazard in 1945 to other land in the community, indicate such fact and enter the extent and the names of persons responsible therefor.

6. *Practices tending to defeat the purposes of the program.*—If any person on the farm has adopted any practice or device which would have the effect of depriving any other person of his payment under the program, or which would in any other way tend to defeat the purposes of the program, indicate such fact and enter a full explanation of the practice or device.

D. Returning forms to county office.—Forms NCR-903 and SB-902 should be returned to the county office as soon as they are completed. The farm maps should be returned to the county office with Forms NCR-903 or SB-902, or may be returned sooner if the Forms NCR-903 or SB-902 are being held only for additional practice information.

E. Spot checking performance reports.—Community committeemen will visit at least 5% of the farms for which performance reports have been prepared on the basis of information reported by farm operators and will determine by inspection, and by actual measurements where necessary, the extent of performance on these farms. For each practice which is found to have been correctly reported, a check mark should be entered opposite the name of the practice. For each practice which has not been reported, correct entries should be made in the appropriate columns. For each practice which has not been correctly reported, corrections should be made by drawing a light line through the incorrect information and entering the correct information above or beside the incorrect information. The community committeeman will enter the words "Spot Checked", his name and the date on the performance report. All entries made on the performance reports as a result of the spot check shall be made with a green pencil.

At the time of making the spot check community committeemen should discuss with the farmers the conservation practices included in the program and should obtain the farmers' suggestions as to changes which should be made in the program or in the specifications for any practice. The farmers' suggestions should be recorded on the farm reports.

The county committee will notify the community committeeman which farms are to be spot checked.

Part III—COUNTY OFFICE INSTRUCTIONS

A. Notifying farmers of method of reporting performance.—Farm operators shall be notified as soon as possible that they are responsible for determining and reporting the extent of their performance under the 1945 program. The following letter or a letter approved by the State committee shall be used:

DEAR SIR: Farmers cooperating in the 1945 AAA Farm Program are being requested to report the extent to which they have carried out approved conservation practices, and the acreages of flax planted for flaxseed. A list of approved practices is included on the back of your 1945 Farm Plan, a copy of which was given to you by your community committeeman.

You should use AAA acreages wherever possible in reporting the acreage of flax and practices which are to be reported in acreages. If you do not

have AAA acreages, you should determine the acreages, using any reasonably accurate method which you are accustomed to using in determining acreages. You will be asked to tell how you determined these acreages. Weight tickets, sales slips, receipts, etc., must be submitted to your AAA community committeeman or your AAA county committee at the time you make your report for practices to be reported in units of weight, unless the county office has a record of the materials used. It is important to you and to the AAA program that your report be correct and complete.

The final date for carrying out practices under the 1945 program is December 31, 1945, and the final date for making your report is February 15, 1946. Your AAA community committeeman will let you know when and where you should make your report. (The time and place may be inserted in this letter if known before the letter is mailed.)

After farmers have made their reports, community committeemen will visit at least 5 percent of the farms and inspect and measure the practices carried out.

-----Chairman
-----County
Agricultural Conservation Association.

B. Preparing Forms NCR-903 for submission to community committeemen.—Clerical assistants in the county office will prepare and assemble forms for the community committeemen in accordance with the following instructions:

1. *Farms for which Forms NCR 903 are to be completed.*—Forms NCR-903 are to be completed for all farms for which Forms NCR-903 were signed by July 1, 1945, in South Dakota or by June 1, 1945, in all other States, and for any other farms for which conservation materials or services were furnished under the 1945 program. If conservation materials or services were furnished for a farm for which a farm plan was not signed by the final date, enter in the heading of the farm plan for the farm the notation "Late filed—Credit for CMS practices only."

2. The farm number, the names of the owner and the operator and their addresses should be entered with red pencil in the spaces provided on the reverse side of NCR-903.

3. *Sugar beet farms.*—Forms SB-902 should be given to community committeemen for all farms on which sugar beets are planted.

4. *Forms to accompany performance reports.*—Farm maps and any other material needed by the community committeemen in completing the performance reports should be furnished to them with the performance reports.

C. Instructing community committeemen.—Community committeemen should be called to the county office and given instructions concerning the forms and the method to be used in determining performance. At this meeting practice specifications should be reviewed and the importance of obtaining all necessary information on the practices carried out should be emphasized.

The farm plans and other material should be given to the community committeemen at this meeting.

D. Checking completed performance reports.—As performance reports are returned to the county office, they should be checked to see if they have been properly prepared and that all required information has been obtained. This work should be done immediately after the reports are received in the county office and community committeemen should be advised of any consistent errors they have made and of any ways in which they might improve the quality of their work.

1. *Incomplete performance reports.*—If all necessary information has not been obtained or if weight tickets, sale slips, receipts, etc. have not been submitted when required, the performance reports should be returned to the community committeemen for completion, or the missing information and evidence should be obtained by mail or in some other manner. If linear measurements or other information from which the acreages of certain fields or the extent of certain practices can be determined, has been furnished, the acreages of the fields and the extent of the practices should be determined and entered on the performance report. If practices have been reported in units other than those for which payment will be made, the units reported should be converted to the proper payment units.

2. *Practices requiring prior approval.*—The county committee should satisfy itself that practices which require prior approval of the county committee were carried out in accordance with the conditions under which prior approval was granted. If prior approval was not granted or if the practice was not carried out in accordance with the conditions under which prior approval was granted, the practice should be deleted and initialed by a member of the county committee.

3. *Weed control practices.*—If a weed control practice has been carried out, Form ACP-147 should be examined to determine whether the practice was carried out in such a manner as to qualify for payment. A notation should be entered opposite the units of the practice indicating whether the practice qualifies for payment.

4. *Range management plan.*—The county committee should examine the performance reports in Nebraska and South Dakota to determine whether the range management plan for each farm having more than 640 acres of noncrop open pasture, was satisfactorily carried out and should indicate its approval or disapproval by making a proper notation under "Remarks." If the range management plan was not satisfactorily carried out, the information for practices, the payment for which is conditioned on the carrying out of an approved range management plan, should be deleted from the performance report.

5. *Practices not eligible for payment.*—Practices which are not eligible for payment should be deleted and a notation "Not Eligible" and the initials of the person deleting the practice should be entered opposite the deleted item.

6. *"No application" farms.*—If no flaxseed payment is earned and if the only practices carried out on the farm were carried out with materials or services furnished by the AAA, (other than services furnished by the county association or materials furnished for which the credit value exceeds the cost to the AAA) the words "No Application Farm" should be entered at the top of the performance report.

7. *General payment provisions.*—The county committee should examine cases where there is any indication that there has been (1) failure to maintain practices carried out under previous programs, (2) breaking out of permanent vegetative cover (in specified counties in Nebraska and South Dakota), or (3) failure to carry out approved erosion control measures and should determine whether deductions should be made or payments withheld. If deductions are to be made

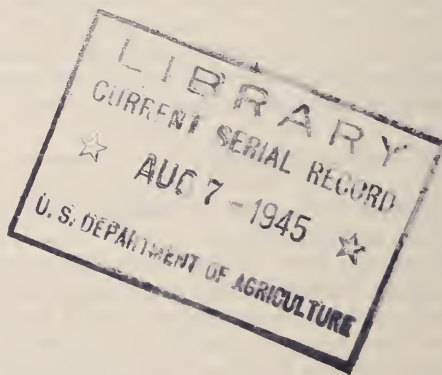
or payment withheld, proper notations indicating the action to be taken should be entered on the performance reports.

If any producer has adopted or participated in any practice which tends to defeat the purposes of the 1945 or previous programs or has employed any scheme or device the effect of which would be or has been to deprive any other person of any payment under the program, such fact should be brought to the attention of the State committee.

E. Final date for filing performance report.—The final date for filing the 1945 Farm Program Performance Report will be February 15, 1946. This information should be made available to the local newspapers not later than January 31, 1946.

F. Spot checking performance reports.—The county committee will advise the community committeeman as to the farms to be spot checked. At least 5 percent of the participating farms shall be spot checked and the farms to be spot checked shall include (1) a sample of farms selected in accordance with instructions of the State committee, (2) farms for which there is reason to believe that the reports are incorrect or incomplete, and (3) farms of AAA officials and committeemen at regional, State, county, and community levels. No community committeeman shall spot check his own farm.

A tabulation will be made of the information reported by the farmer and the information obtained through the spot check. This tabulation, instructions for which will be issued at a later date, will provide a basis for a study of the two methods of determining performance.



U. S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
NORTH CENTRAL DIVISION

**INSTRUCTIONS FOR PREPARATION AND HANDLING OF
APPLICATIONS FOR PAYMENT UNDER THE 1945 AGRI-
CULTURAL CONSERVATION PROGRAM—NORTH CEN-
TRAL REGION**

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PART I. GENERAL INSTRUCTIONS

A. General plan.—Form NCR-925, Application for Payment will be used as a computation sheet and application for payment under the 1945 Agricultural Conservation Program. Forms NCR-925 will be prepared and computed in the county offices. The State offices will spot check the first transmittals of Forms NCR-925 received from the county offices. A complete check of Forms NCR-925 will be made in the General Accounting Preaudit Office. Work should not be started on Forms NCR-925 until such work has been authorized by the State Committee.

A Form NCR-925 will be prepared for each farm in the county for which a Farm Plan was signed by the final date for signing farm plans and a performance report was completed by February 15, 1946, except those farms where no flax payment is earned and the only practices performed are those which are carried out with conservation materials or services furnished by the AAA and the credit for the practices is not in excess of the cost to the AAA of the materials and services used.

The serial number and the items used in determining the conservation practice allowance will be entered on NCR-925 from NCR-Co. No. 25, Progress Record, or from NCR-903, Farm Plan. The serial number will be the State and county code and farm number. Performance data will be entered on NCR-925 from NCR-903. Assignment and set-off entries will be made from the ACP-69 file and the register of indebtedness. Thereafter computations on NCR-925 will be completed.

As Forms NCR-925 are completed, they should be submitted for signature to all applicants who are interested in the payments on the farm

and who will sign NCR-925. Where more than one person has an interest in the farm and it is not possible to obtain in a reasonable length of time the signature of one of the applicants who should sign NCR-925, the reason for the failure of the applicant to sign should be entered on the line for his signature and a supplemental NCR-925 should be prepared. The supplemental NCR-925 will be prepared in the same manner as the original NCR-925, except, the letter "X" should be entered after the serial number, and the word "Supplemental" should be entered in the heading. A copy of the supplemental NCR-925 will be attached to the original when it is forwarded to the State office. In these cases all entries for indebtedness, assignments, and payments on lines 2, 3, and 4, Section IV, on the original NCR-925 for the applicant who does not sign the original NCR-925 should be deleted and entered on the supplemental NCR-925. The original and one copy of the supplemental NCR-925 will be kept available for the applicant to sign at some future date.

When applications are signed by applicants, a member of the county committee will sign the county committee certification and the applications will be listed on RF-10 and forwarded to the State office with copies and carbon paper intact. Supplemental Forms NCR-925 may be listed on RF-10 with original Forms NCR-925.

When Forms NCR-925 have been accepted in the State office, the original and copies of Forms NCR-925 together with the copies of the supplemental Forms NCR-925 for applicants failing to sign NCR-925, will be released to the General Accounting Preaudit Office. The General Accounting Preaudit Office will review Forms NCR-925 and when possible correct calculations thereon, and return the copies of NCR-925 to the State office. Payments will be scheduled from approved Forms NCR-925 by the State office. After payments have been scheduled, one copy of each NCR-925 will be returned to the county office and the remaining copy will be filed in the State office.

B. Preparation of list of eligibles.—The preparation and use of RF-7 will be optional with the State committee.

C. Corrections and Suspensions.—Whenever possible any error found by the State office or by the General Accounting Preaudit Office on NCR-925 will be corrected on the original and on the copies of the form. If the error cannot be corrected, the form will be returned to the county office for correction together with a copy of RF-4 or preaudit difference statement. The copy of RF-4 or preaudit difference statement should not be detached in the county office and must accompany NCR-925 when it is resubmitted to the State office.

D. Initialing of corrections.—The following changes on NCR-925 must be initialed by a member of the county committee who certified the form:

1. Changes in basic data which increase the applicant's payment if the final payment in line 4, Section IV, was corrected on the basis of such changes.
2. Changes which increase the amount of an assignment, if the final payment in line 4, Section IV, was corrected on the basis of such changes.
3. Material changes in printed name or address of the applicant or assignee. The addition of a middle initial to a name is not a material change. The addition of a route or street number to an address is not a material change.
4. Changes, deletions, or insertions of basic data or information on applications returned from the State office for verification or correction.

If the member of the county committee who certified the form is not available, another member of the county committee shall certify the form and initial the changes.

E. Negative numbers.—Whenever a computation results in a negative number enter zero (0) and not the negative number.

F. Fractions.—All computations will be carried to two decimal places beyond the number of decimal places required in the result, and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to "50" or less, they will be dropped, and if such digits amount to "51" or more, the last-required decimal place will be increased by "1". For example, if the result of a computation is—

1. 8.4750, enter 8.47
2. 8.4751, enter 8.48

All computations involving amounts of money will be rounded to two decimal places. All factors shall be carried to six decimal places and rounded to four decimal places. All other computations should be rounded to one decimal place.

G. Practices which tend to defeat purposes of program.—If it is determined by the county committee that a person who makes application for payment has adopted any practice which tends to defeat any of the purposes of the 1945 or previous programs, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

H. Depriving others of payment.—If it is determined by the county committee that a person who makes application for payment has employed any scheme or device, the effect of which would be or has been to deprive any other person of any payment under the program, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

I. Failure to carry out approved erosion control measures.—If it is determined by the county committee that a person has been negligent and careless in his farming operations by failing to carry out approved erosion control measures on land under his control, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

J. Failure to maintain practices under previous programs.—If it is determined by the county committee that any conservation practice carried out under previous programs was not maintained in accordance with good farming practices or the effectiveness of any such practice was destroyed in 1945, a deduction shall be made from the payment of the person responsible for destroying or not maintaining the practice. The extent of the practice destroyed or not maintained and the 1945 credit rate for the practice shall be entered in Section IV of NCR-925 and the deduction made in the same manner as for other types of indebtedness. If there is no 1945 credit rate for the practice, the credit rate for the year in which the practice was performed shall be used. There shall be attached to the application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

K. Breaking out permanent vegetative cover (specified counties in Nebraska and South Dakota).—If it is determined by the county

committee that native sod or other permanent vegetative cover was broken out in 1945 without the approval of the county committee and that the land broken out is not suited to the continuing production of cultivated crops and will become a wind erosion hazard to the community, a deduction at the rate of \$3 per acre shall be made from the payment of the person responsible for breaking out the land. The acreage so broken out and the rate of deduction shall be entered in Section IV of NCR-925 and the deduction made in the same manner as for other types of indebtedness. There shall be attached to the application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

L. Limitation of ACP payment to \$10,000.—The State office will keep a record of gross ACP payments made and materials or services furnished on no application farms to persons other than individuals, partnerships, or estates who file applications in other counties and other States, and to individuals, partnerships, or estates who will file applications in other counties in the State. Where necessary the State office will reduce the gross ACP payment to any such person to keep his payments within the \$10,000 limit. Where part or all of the gross payments due under any application cannot be made because of the \$10,000 limitation, the State office will enter a statement in the margin of the county office copy of the application before it is returned to the county office, setting forth the fact that the gross payment under the 1945 ACP was reduced because of the \$10,000 limitation.

M. Assignments and indebtedness to the United States Government.—The county office will maintain a file of the names of persons who have assigned all or a part of their agricultural conservation payments and a file of the names of persons who are indebted to the United States Government from which files the county office will make entries for assignments and indebtedness on applications for payment. The assignment file will consist of Forms ACP-69, Assignment of Payment under the 194— Agricultural Conservation Program, on which payments under the 1945 Agricultural Conservation program have been assigned. The indebtedness file shall consist of Form ACP-64, Request for Conservation Materials and Services, Form ACP-128, Purchase Order for Conservation Materials or Services, RF-12, Record of Indebtedness, FCI-223, Record of Note Transactions, and FCI-22, Acreage Report.

Entries for assignments will include the name of the assignee, followed by the word "assignee," the address of the assignee, and the unpaid amount of the assignment. If part of the assignment was liquidated on a previous NCR-925 enter the unliquidated amount of the assignment.

Entries for set-offs shall be made in accordance with the procedure in Part I, APS-County-1, Revised. A notation indicating that the set-off has been made should be entered on the record of the indebtedness.

When copies of Forms NCR-925 are returned to the county office, such forms should be examined to determine whether deductions for assignments and set-offs have been made. If any question arises as to whether a deduction was made, the voucher continuation sheet should be examined. Where a set-off has been made credit entries should be made on the debt record. There should be shown the amount set off (\$40.12, etc.), the application number (42-061-1-101), and the name

of the program (1945 ACP). If the entire debt is satisfied, the debt card will be placed in the dead file after credit entries have been made. In the case of a partial satisfaction of the indebtedness, credit entries will be made on the debt cards and they will be replaced in the live file. After an assignment has been completely liquidated on an application, the ACP-69 should be removed from the live file and placed in the dead file. In the case of a partial liquidation, a credit entry should be made on ACP-69 and the ACP-69 should be replaced in the live file if the assignor will receive payment on other farms in the county.

PART II.—ENTRIES ON FORM NCR-925

A. General.—1. All entries on NCR-925 will be made with an indelible pencil or typewriter. Where it is necessary to correct an entry, the incorrect entry should not be erased, but a line should be drawn through the incorrect entry and the correct entry written immediately above or in the nearest available space.

2. Where more than two persons share in the payments for a farm, additional sets of NCR-925 will be necessary. Where two or more sets of NCR-925 are used, enter on the forms other than the first set, only the State and county code, farm number and data for Section III, columns (g) to (j), inclusive, and Section IV. Also, enter in the heading above Section III, column (h) of each set of the form, the number of the set and the total number of sets. For example, "Sheet No. 1 of 3"; "Sheet No. 2 of 3"; etc.

3. Where a flaxseed payment is not earned and the only practices performed are those which are carried out with conservation materials or services furnished by the AAA and the credit for the practices is not in excess of the cost to the AAA of the materials and services used, Form NCR-925 will not be prepared. Where practices other than conservation materials and services practices are carried out or the credit for the practices performed is in excess of the cost to the AAA of the materials and services furnished and used, NCR-925 will be prepared and the payments computed in the regular manner.

4. Entries for regular practices shall be made in lines 1 to 6 of Section III and entries for special practices shall be made in lines 8 to 11.

5. Entries for practices carried out with conservation materials or services furnished by the AAA shall be made on line 1 or line 8, section III, whichever is applicable (and on succeeding lines where necessary). The names of these practices in column (a) should be followed by the letters "CMS" since the payments for conservation materials and services practices have priority over the payments for other practices. One line should be left blank between the entries for "CMS" practices and other practices.

6. If part of a practice was carried out with conservation materials or services and part of the same practice was carried out with other than conservation materials or services, separate entries shall be made for each part of the practice. If one person on the farm has a different share in one part of a practice than he has in another part of the practice, separate entries shall be made for each part of the practice. Otherwise, the total extent of each practice should be entered on one line.

7. No entries will be made for those practices requiring prior approval of the county committee unless prior approval was granted and the practice was carried out on the specified location and in accordance

with the conditions of the prior approval given by the county committee.

8. No entries will be made for the weed control practice unless the farm operator completed Form ACP-147, Producer's Record of Perennial Noxious Weed Control or Eradication Operations and the form is approved by the county committee.

9. No entries will be made for dams for livestock water, development of springs or seeps, wells, rotation grazing, seeding of depleted noncrop open pasture, mowing weeds, prairie dog control, or fireguards on applications for farms in Nebraska and South Dakota having over 640 acres of noncrop open pasture, unless the county committee has indicated on NCR-903 that the range management plan approved for the farm was carried out satisfactorily.

10. There will be entered in section III, column (a) a short descriptive title of the practice carried out including names of crops or materials, etc. used in performing the practice, for example: "Contour seeding-wheat", "Contour strip-cropping-corn and oats," "Harvesting seed-red clover," "Weed control-bindweed-sodium chlorate," "Superphosphate 0-20-0-pasture," and "Dams-earth."

11. When transferring entries for practices from NCR-903 to column (c) Section III of NCR-925, the extent of the practice shown on NCR-903 should be converted to the unit upon which payment will be computed, for example: 1,000 feet of standard terrace will be shown as 10.0, 1,000 lbs. of 0-20-0 will be shown as 10.0.

B. Entries on NCR-925.—Obtain the entries on NCR-925 as follows:

HEADING OF FORM

Item to be obtained	Where obtained
State and county code and farm number.	Upper right-hand corner of NCR-903 or NCR-County No. 25.
Farmland.....	Upper left-hand corner of NCR-903 or NCR-County No. 25.
Cropland.....	Upper margin of NCR-903 or NCR-County No. 25.
Noncrop pasture.....	Upper margin of NCR-903 or NCR-County No. 25.
Commercial orchards.....	Upper margin of NCR-903 or NCR-County No. 25.
Commercial vegetables.....	Upper margin of NCR-903 or NCR-County No. 25.

Entries for noncrop pasture should not be made in Michigan, except where practice 4 or practice 19 was carried out.

Entries for commercial vegetables should be made only in Indiana and Ohio.

Section III—CONSERVATION PRACTICES AND FLAXSEED PAYMENT

Item to be obtained	Where obtained
Enter practices carried out with conservation materials or services first and identify them by entering the letters "CMS" in column (a) following the name of the practice.	
Lines 1 to 6 and 8 to 11 inclusive:	
Column (a) Practice description..... (See item 10 above)	Section IV (Section VII in Nebraska and S. Dakota), NCR-903.
Column (b) Practice number.....	NCR-901.

SECTION III—CONSERVATION PRACTICES AND FLAXSEED PAYMENT—Continued

Item to be obtained	Where obtained
Column (c) Acres or units----- (See notes below for additional entries to be made in this column.)	Section IV (Section VII in Nebraska and S. Dakota), NCR-903, in column headed "Units Performed."
NOTE 1.—Farm ditches or spreader ditches.—Enter above the number of units, the linear feet of the ditches constructed and circle such entry.	
NOTE 2.—Tree planting for forest purposes or gully control.—Enter above the number of units, the number of acres on which the practice was carried out and circle such entry.	
NOTE 3.—Diversion terraces (applicable in Missouri).—Enter above the number of units, the linear feet of the diversion terraces constructed and circle such entry.	
NOTE 4.—Development of springs (applicable in Nebraska and South Dakota).—If excavations were made in both soil or gravel and rock formation for one development, bracket the entries in column (c) for the practice.	
NOTE 5.—The establishment or reorganization of farm irrigation system (applicable in South Dakota).—Enter above the number of units, the number of acres on which the practice was carried out and circle such entry.	
NOTE 6.—Leveling land for irrigation (applicable in Nebraska).—Enter above the number of units, the number of acres on which the practice was carried out and circle such entry.	
Column (d) Rate-----	NCR-901.
Heading of columns (g) and (h), (i) and (j) Initials of persons sharing in practices.	Section IV (Section VII in Nebraska and S. Dakota), NCR-903, in columns headed "Shares."
Columns (g) and (i) Applicant's percentage share.	Section IV (Section VII in Nebraska and S. Dakota), NCR-903, in columns headed "Shares."
NOTE.—In cases where all persons sharing in the regular practices share in all the regular practices and each such person's share in any regular practice is the same as his share in each other regular practice, no entries need be made on lines 1 and 6, column (g) and (i). In such cases, enter each applicant's share on line 7, column (g) or (i). The same procedure may be followed for special practices. In such cases, enter each applicant's share on line 12, column (g) or (i).	
Item 7 (d) Allowance for regular practices.	Section I, NCR-903 or NCR-County No. 25.
Item 13 (b) Flax Goal-----	Column 4 or 5 of Flax 901.
Item 13 (c) Flax acreage-----	Section IV (Section VII in Nebraska and S. Dakota) NCR-903 in column headed "Units Performed."

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS

Item to be obtained	Where obtained
Line 5. Names of applicants-----	Upper left-hand corner of NCR-903. The name of the applicant should be printed in block style, i. e., JOHN JONES, or typed. Where practical, the Christian name, middle initial, if any, and the surname of the applicant should be printed to prevent misdelivery of the check.
Lines 2 and 3. Entries for set-offs and assignments.	Register of Indebtedness and Forms ACP-69.

NOTE.—Entries for set-offs and assignments will be made in accordance with the order of priority set forth in Part I, APS-County-1, Revised. The examples shown in APS-County-1, Revised, should be followed in making entries for set-offs. Entries for deductions for failure to maintain practices and breaking out permanent vegetative cover should be made on these lines also.

PART III. COMPUTATIONS ON FORM NCR-925

Make computations with respect to NCR-925 as follows:

Section III—CONSERVATION PRACTICES AND FLAXSEED PAYMENT

Item to be obtained	How obtained
Regular Practice Payments, Lines 1 to 7—All States	
Item 7 (d) Allowance-----	Verify the allowance by multiplying the entries in the heading by the applicable rates (see Practice Handbook).
Items 1 (e) to 6 (e) Regular practice payments.	(c) times (d). Apply individual practice payment limitations—see notes.
Item 7 (e) Total regular practice payment.	Add 1 (e) to 6 (e) inclusive.
Items 1 (f) to 6 (f) Adjusted payments.	See note below.

NOTE.—Entries are to be made in items 1 (f) to 6 (f) only in cases where item 7 (e) exceeds 7 (d) and the applicants' percentage shares have been entered on lines 1 to 6. If these conditions exist proceed as follows:

1. Add the payments in column (e) for CMS practices and enter the total in the space provided for CMS payment in item 7 (b).
2. If the CMS payment equals or exceeds the allowance, item 7 (d),
 - a. Obtain a factor by dividing 7 (d) by the CMS payment, item 7 (b).
 - b. Enter the factor in item 7 (a).
 - c. Apply the factor to each CMS payment in column (e) and enter the factored payment in column (f).
 - d. Enter a dash in column (f) for each other regular practice.
3. If the CMS payment is less than the allowance, item 7 (d),
 - a. Add the payments in column (e) for practices other than CMS practices and enter the total in the space provided for Other payment in item 7 (b).
 - b. Subtract the CMS payment, item 7 (b) from the allowance, item 7 (d) and divide the result by the Other payment, item 7 (b). Enter the factor thus obtained in item 7 (a).
 - c. Transfer the payments for CMS practices from column (e) to column (f).
 - d. Apply the factor in item 7 (a) to each payment in column (e) for practices other than CMS practices and enter the factored payment in column (f).

Items 1 (h) to 6 (h) Payment for regular practices.	(e) times (g). If entries have been made in column (f), enter (f) times (g).
Item 7 (h) Total payment for regular practices.	Add 1 (h) to 6 (h) inclusive. If the applicant's percentage share has been entered in item 7 (g), obtain 7 (h) by multiplying the smaller of 7 (d) and 7 (e), by 7 (g).
Items 1 (j) to 7 (j)-----	Obtain in a manner similar to that used to obtain items 1 (h) to 7 (h).

Special Practice Payments, Lines 8 to 12—Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and South Dakota

Items 8 (e) to 11 (e) Special practice payments.	(e) times (d). Apply individual practice payment limitations—see notes.
Item 12 (e) Total special practice payment.	Add 8 (e) to 11 (e) inclusive.
Items 8 (h) to 11 (h) Payment for special practices.	(e) times (g).

Item to be obtained—Continued	How obtained—Continued
Item 12 (h) Total payment for special practices.	Add 8 (h) to 11 (h) inclusive. If the applicant's percentage share has been entered in item 12 (g), multiply 12 (e) by 12 (g).
Items 8 (j) to 12 (j) -----	Obtain in a manner similar to that used to obtain items 8 (h) to 12 (h).

Special Practice Payments, Lines 8 to 12—Nebraska, Ohio and Wisconsin.

Item 12 (d) Allowance for special practices:

- a. For Nebraska and Wisconsin --- 7 (d) minus 7 (e), plus 7 (d) times .3.
 b. For Ohio ----- 7 (d) minus 7 (e), plus \$15.

NOTE.—Obtain this allowance only if special practices other than special hayseed practices have been entered on lines 8 to 11.

Items 8 (e) to 11 (e) Special practice payments (other than special hayseed practices).	(c) times (d). Apply individual practice payment limitations—see notes.
Item 12 (e) Total special practice payments (other than special hayseed practices).	Add 8 (e) to 11 (e) inclusive.
Items 8 (f) to 11 (f) Adjusted payments (special hayseed practices).	(c) times (d).
Items 8 (f) to 11 (f) Adjusted payments (other than special hayseed practices).	See note below.

NOTE.—If payments for special hayseed practices *have not* been entered in column (f), make entries in column (f) only in cases where item 12 (e) exceeds item 12 (d) and the applicants' percentage shares have been entered on lines 8 to 11.

If payments for special hayseed practices *have* been entered in column (f), and item 12 (e) does not exceed item 12 (d), transfer the payments from column (e) to column (f).

If item 12 (e) exceeds item 12 (d), and if payments for special hayseed practices have been entered in column (f) or if the applicants' percentage shares have been entered on lines 8 to 11, proceed to factor the payments in column (e) and make entries in column (f) in a manner similar to that used to obtain the entries on lines 1 to 6, column (f).

Item 12 (f) Total adjusted special practice payment.	Add 8 (f) to 11 (f) inclusive.
Items 8 (h) to 11 (h) Payment for special practices.	(e) times (g). If entries have been made in column (f), enter (f) times (g).
Item 12 (h) Total payment for special practices.	Add 8 (h) to 11 (h) inclusive. If the applicant's percentage share has been entered in item 12 (g), obtain 12 (h) by multiplying 12 (f) by 12 (g); or, if no entry has been made in 12 (f), by multiplying the smaller of 12 (d) and 12 (e) by 12 (g).
Items 8 (j) to 12 (j) -----	Obtain in a manner similar to that used to obtain items 8 (h) to 12 (h).

Flaxseed Payment, Line 13—All States.

Item 13 (e) Total flaxseed payment ---	13 (d) times the smaller of 13 (b) and 13 (c).
Item 13 (h) Flaxseed payment -----	13 (e) times 13 (g).
Item 13 (j) Flaxseed payment -----	13 (e) times 13 (i).

INSTRUCTIONS FOR APPLYING INDIVIDUAL PRACTICE PAYMENT LIMITATIONS

NOTE 1.—Farm ditches or spreader ditches.—Determine that the payment for this practice is not in excess of \$0.05 times the circled entry in column (c).

NOTE 2.—Harvesting hayseed other than alfalfa, alsike, and red clover.—Determine that the payment for this practice is not in excess of \$87.50.

NOTE 3.—Tree planting.—Where trees are planted for forest purposes or gully control determine that the payment does not exceed \$7.50 times the circled entry in column (c).

NOTE 4.—Pasture improvement (applicable in Illinois).—Determine that the payment for this practice does not exceed \$80.

NOTE 5.—Ditches for tile drainage (applicable in Iowa).—Determine that the payment is not in excess of 100 percent of the regular allowance plus any portion of the regular allowance which is not earned by regular practices.

NOTE 6.—Clearing farm land (applicable in Michigan, Minnesota, and Wisconsin).—Determine that the acreage of cropland on the farm in the heading of the form, is less than 60.0 (also, in Minnesota determine that the payment is not in excess of \$100).

NOTE 7.—Special dams for livestock water (applicable in Indiana).—Determine that the payment for this practice is not in excess of \$100.

NOTE 8.—Dams for livestock water (applicable in Illinois, Iowa, and Missouri).—Determine that the payment for this practice equals \$0.15 per yard for the first 2,000 cubic yards plus \$0.10 per yard for the cubic yards in excess of 2,000 (also, in Missouri determine that the payment for this practice is not in excess of \$100 plus the amount of the regular allowance which is not earned by regular practices and the special terracing practice).

NOTE 9.—Dams for livestock water or erosion control (applicable in Nebraska).—Determine that the payment equals \$0.12 per yard for the first 2,000 cubic yards plus \$0.10 per yard for the cubic yards in excess of 2,000.

NOTE 10.—Standard terraces (applicable in Missouri).—Determine that the payment is not in excess of 100 percent of the regular allowance or \$50 whichever is larger plus any portion of the regular allowance which is not earned by regular practices.

NOTE 11.—Diversion terraces (applicable in Missouri).—Determine that the payment for this practice is not in excess of \$0.05 times the circled entry in column (c).

NOTE 12.—Leveling land for irrigation (applicable in Nebraska).—Determine that the payment is not in excess of \$5 times the circled entry in column (c).

NOTE 13.—Rotation grazing (applicable in Nebraska and South Dakota).—Divide the entry in column (c) by the acreage of noncrop pasture entered in the heading of the form and enter the result or 25 percent whichever is the smaller, in column (d). Multiply the percentage in column (d) by 2.0 and multiply this result by that part of the conservation practice allowance computed for noncrop open pasture and enter in column (e).

NOTE 14.—Development of springs (applicable in Nebraska and South Dakota).—Determine that the payment for each development is not less than \$15 nor more than \$200. If the entries for this practice have been bracketed in column (c), determine that the sum of the payments for the bracketed entries is not less than \$15 nor more than \$200.

NOTE 15.—Establishment or reorganization of the farm irrigation system (applicable in South Dakota).—Determine that the payment for practice 24 (a) is not in excess of \$5 times the circled entry in column (c). Determine that the payment for practice 24 (b) is not in excess of \$8 times the circled entry in column (c).

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS

Item to be obtained	How obtained
Item 1 (a) Payment before increase...	Add 7 (h), Section III, 12 (h), Section III, and 13 (h), Section III.
Item 1 (b) Increase in payment.....	Obtain from the table at the end of this Part III on the basis of the payment in item 1 (a), Section IV.
Item 1 (c) Total payment to applicant..	Add 1 (a) and 1 (b).

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO
APPLICANTS—Continued

Items to be obtained	How obtained
Item 2 (c) Set-offs and assignments---	Enter the amount of the indebtedness or assignment as shown in 2 (a) or the payment in 1 (c), whichever is the smaller.
Item 3 (c) Set-offs and assignments---	Enter the amount of the indebtedness or assignment as shown in 3 (a) or the result obtained by subtracting 2 (c) from 1 (c), whichever is the smaller.
Item 4 (c) Payment to applicant after deductions.	1 (c) minus 2 (c) and 3 (c).
Items 1 (d), 1 (e), 1 (f), 2 (f), 3 (f), and 4 (f).	Obtain in a manner similar to that used to obtain items 1 (a), 1 (b), 1 (c), 2 (c), 3 (c), and 4 (c).

TABLE OF INCREASE IN SMALL PAYMENTS

- Any payment amounting to 71 cents or less shall be increased to \$1.00.
- Any payment amounting to 72 cents or more shall be increased in accordance with the following schedule:

Amount of payment computed	Increase in payment	Amount of payment computed	Increase in payment
\$0.72 to \$0.73-----	\$0. 29	\$27.00 to \$27.99-----	\$9. 40
\$0.74 to \$0.76-----	. 30	\$28.00 to \$28.99-----	9. 60
\$0.77 to \$0.78-----	. 31	\$29.00 to \$29.99-----	9. 80
\$0.79 to \$0.81-----	. 32	\$30.00 to \$30.99-----	10. 00
\$0.82 to \$0.83-----	. 33	\$31.00 to \$31.99-----	10. 20
\$0.84 to \$0.86-----	. 34	\$32.00 to \$32.99-----	10. 40
\$0.87 to \$0.88-----	. 35	\$33.00 to \$33.99-----	10. 60
\$0.89 to \$0.91-----	. 36	\$34.00 to \$34.99-----	10. 80
\$0.92 to \$0.93-----	. 37	\$35.00 to \$35.99-----	11. 00
\$0.94 to \$0.96-----	. 38	\$36.00 to \$36.99-----	11. 20
\$0.97 to \$0.98-----	. 39	\$37.00 to \$37.99-----	11. 40
\$0.99 to \$1.99-----	. 40	\$38.00 to \$38.99-----	11. 60
\$2.00 to \$2.99-----	. 80	\$39.00 to \$39.99-----	11. 80
\$3.00 to \$3.99-----	1. 20	\$40.00 to \$40.99-----	12. 00
\$4.00 to \$4.99-----	1. 60	\$41.00 to \$41.99-----	12. 10
\$5.00 to \$5.99-----	2. 00	\$42.00 to \$42.99-----	12. 20
\$6.00 to \$6.99-----	2. 40	\$43.00 to \$43.99-----	12. 30
\$7.00 to \$7.99-----	2. 80	\$44.00 to \$44.99-----	12. 40
\$8.00 to \$8.99-----	3. 20	\$45.00 to \$45.99-----	12. 50
\$9.00 to \$9.99-----	3. 60	\$46.00 to \$46.99-----	12. 60
\$10.00 to \$10.99-----	4. 00	\$47.00 to \$47.99-----	12. 70
\$11.00 to \$11.99-----	4. 40	\$48.00 to \$48.99-----	12. 80
\$12.00 to \$12.99-----	4. 80	\$49.00 to \$49.99-----	12. 90
\$13.00 to \$13.99-----	5. 20	\$50.00 to \$50.99-----	13. 00
\$14.00 to \$14.99-----	5. 60	\$51.00 to \$51.99-----	13. 10
\$15.00 to \$15.99-----	6. 00	\$52.00 to \$52.99-----	13. 20
\$16.00 to \$16.99-----	6. 40	\$53.00 to \$53.99-----	13. 30
\$17.00 to \$17.99-----	6. 80	\$54.00 to \$54.99-----	13. 40
\$18.00 to \$18.99-----	7. 20	\$55.00 to \$55.99-----	13. 50
\$19.00 to \$19.99-----	7. 60	\$56.00 to \$56.99-----	13. 60
\$20.00 to \$20.99-----	8. 00	\$57.00 to \$57.99-----	13. 70
\$21.00 to \$21.99-----	8. 20	\$58.00 to \$58.99-----	13. 80
\$22.00 to \$22.99-----	8. 40	\$59.00 to \$59.99-----	13. 90
\$23.00 to \$23.99-----	8. 60	\$60.00 to \$185.99-----	14. 00
\$24.00 to \$24.99-----	8. 80	\$186.00 to \$199.99-----	(¹)
\$25.00 to \$25.99-----	9. 00	\$200.00 and over-----	(²)
\$26.00 to \$26.99-----	9. 20		

¹ Increase to \$200.00.² No increase

PART IV. HANDLING APPLICATIONS FOR PAYMENT UNDER POOLING AGREEMENTS

When producers in accordance with the provisions of the State Handbooks have pooled all or any part of their practice allowances, applications for payment shall be handled as follows:

1. Prepare individual Forms NCR-925 for each farm participating in the pooling agreement as follows:
 - a. Make entries in the heading and in Section IV in the regular manner.
 - b. Enter in Section III data for the practices other than those carried out under the pooling agreement.
 - c. Enter in Section III, item 7(d) that part of the regular allowance not pooled.
 - d. Complete computations in Section III in the regular manner. In Nebraska compute and enter in item 12(d) *only* that part of the special allowance not pooled.
 - e. Enter in the heading the amount of the regular allowance pooled followed by the words "of the regular allowance pooled with farm Nos. ———". In Nebraska follow a similar procedure with respect to the special allowance, if any has been pooled.
 2. Prepare a supplemental NCR-925 for the agreement as follows:
 - a. Enter the words "Pooling Supplement to" over the space provided for the State and county code and farm number.
 - b. Enter the State and county code in the space provided therefore and enter the farm numbers of all the farms included in the pooling agreement.
 - c. Enter in Section III, item 7(d) the total regular practice allowance pooled. In Nebraska, enter in Section III, item 12(d) the total special practice allowance pooled.
 - d. Enter in Section III the practice descriptions, practice numbers, rates, and acres or units for the practices carried out under the pooling agreement, and the percentage shares of each person participating in the pooling agreement.
 - e. Complete the practice payments in the usual manner. In Nebraska, the amount of the regular practice allowance which is pooled and which is not earned by regular practices shall be added to the special practice allowance in item 12(d).
- NOTE.—Under pooling agreements, the \$5.00 per hundred linear feet limitation on farm ditches will not be applicable.
- f. Compute and enter in Section IV, item 1(a) or 1(d), the payment to each person participating in the pooling agreement. Make no further entries on the pooling supplement.
 3. Make entries on the individual Forms NCR-925 as follows:
 - a. Enter on a blank line in Section III, column (a) the words "Earned under pooling agreement" and enter the amount earned by the applicant under the pooling agreement in column (h) or (j).

- b. Enter in Section IV, item 1 (a) or 1 (d) the sum of the regular and special practice payment, the flaxseed payment and the payment earned under the pooling agreement.
- c. Complete Section IV in the regular manner.
4. The supplemental NCR-925 and each NCR-925 included in the pooling agreement shall be forwarded to the State office in the same lot.

If the farms participating in the pooling agreement are located in two counties, the "Pooling Supplement" NCR-925 should be prepared in the county in which the greater portion of the practices were carried out under the pooling agreement and an extra copy shall be prepared and submitted to the other county. Such county will complete the individual Forms NCR-925 for the farms in that county and will transmit the individual Forms NCR-925 on a completed RF-10 to the county in which the "Pooling Supplement" was prepared. The county in which the "Pooling Supplement" was prepared will prepare individual Forms NCR-925 and Forms RF-10 for the farms located in that county and will submit the forms for all of the farms in the pooling agreement to the State office at the same time.

In cases where a pooling agreement covers farms in two or more counties, the farm numbers on the individual Form NCR-925 and on the "Pooling Supplement" NCR-925 should be preceded by the proper State and county code if the State and county code is needed to identify the county in which a farm is located.

Where a pooling agreement covers farms in two or more counties, the State office will schedule all applications under the pooling agreement in the same Schedule of Disbursement, Form ACP-22.

PART V. SIGNATURES OF APPLICANTS AND CERTIFICATION OF COUNTY COMMITTEE

A. Signatures of applicants.—Applications should be mailed to applicants for the purpose of obtaining their signatures, or signatures may be obtained in other ways which will not take an undue amount of time or travel on the part of the applicants or representatives of the county office. Each applicant should be requested to verify the data on the application and to sign in ink or with an indelible pencil in the space provided for his signature. His signature should be in English script and should agree with his name as printed on the form. His printed name should include his full Christian name, middle initial, if any, and surname.

Each applicant must be particularly cautioned to enter his correct mailing address. If the applicant lives in a city he should indicate the street and house number. If he lives on a rural route, he should indicate the route number and the box number where necessary. If he moves to a new address after signing his application, he should leave a forwarding address with the postmaster in order that his check may be forwarded to him at his new address. These items are extremely important since all checks issued in connection with the 1945 Farm Program will be mailed direct to payees by the disbursing office, and any incorrect or incomplete address will delay payments, and may result in considerable extra work in obtaining the applicant's check

for him. In cases where there are two or more persons in a county having identical names, care must be exercised to see that they have separate and distinct mailing addresses.

If their addresses are not separate and distinct, some arrangement will have to be made with the postal authorities to make certain that each of such persons receives the check which is issued for him. In addition to signing the application and entering his address, the applicant should be requested to answer "Yes" or "No" to each of the questions listed below his signature. The application should be mailed with carbon intact. Generally applications should be mailed first to absentee landlords, so, in the event the landlord does not return the application, the tenant will not be required to again sign an application.

Applications mailed each day should be posted in a mailing register. There should be posted the serial number of the application, the name of the person to whom mailed, and the date mailed. A daily check should be made to determine that applications are returned within a certain time in order that payments to other persons on the application may not be unduly delayed. Applications when mailed for signature should be accompanied by a letter which reads substantially as follows:

Dear Cooperator:

Enclosed is your application for payment under the 1945 Agricultural Conservation Program. You will receive an application for payment for each farm on which you have earned a payment.

In order that you may receive payment as soon as possible, please do the following things promptly:

1. **CHECK THE APPLICATION** to see that all practices which you carried out are shown, that the division of payment is properly shown, and that all other information is correct.
2. **SIGN YOUR NAME** (do not print) beneath your printed name on the application.
3. **ENTER YOUR CORRECT MAILING ADDRESS** beneath your signature. Include the Rural Route number or name of street and house number. If you move to a new address after signing your application, notify your postmaster and this office.
4. **ANSWER "YES" OR "NO"** to both of the questions beneath your address.

Mr. _____ Chairman,
 (Name of Chairman)
 _____ County Agricultural
 (Name of County)
 Conservation Committee, _____
 (City)
 _____.
 (State)

If you have evidence showing that the payments or other data are not correct, please forward such evidence to this office immediately together with the enclosed application in order that any necessary corrections may be made before you sign the application.

Be sure that your signature agrees exactly in spelling with your printed name. If the printed name has been misspelled or incorrectly

shown, sign as you usually do, and correct the printed name to agree with your signature. You must sign your full Christian name, middle initial, if any, and surname. Please return to this office all of the copies of the application which are enclosed with this letter.

Very truly yours,

 Chairman, County,

 Agricultural Conservation Committee.

If more than one applicant will sign the application an insert which reads substantially as follows may be mailed with the application.

NOTICE.—Your payment can be made more promptly if you will forward this application and the attached letter to the other person whose name appears on this application, who will then return it to this office.

If the signature of an applicant is affixed by mark, such signature must be witnessed by at least one disinterested person whose signature must be in English script, in the original, and handwritten.

If a married woman signs an application in her individual capacity, she should include in her signature her first name and middle name, if any. She should not sign the name of her husband preceded by the word "Mrs.", such as "Mrs. John Doe." If she is acting in a representative or fiduciary capacity, she should sign in the same style as her name appears on her letter of authority.

B. Certification of county committee.—Check Forms NCR-925 to determine that the signature of each applicant is the same as his printed name. If the printed name and the signature do not agree, determine whether the printed name and the signature refer to one and the same person. If they do refer to the same person, correct the printed name to agree with the signature and initial the correction. Do not alter the signature or initial a correction made by the applicant in his signature. An illegible signature is acceptable unless it is not believed to be the applicant's signature.

After an application has been signed, the mailing address entered, and the two questions answered by the applicant, a member of the county committee should affix his signature in the space provided therefor. Where the application will be received in the State office after December 31, 1946, the date of filing in the county office shall be entered in the space provided therefor.

* PART VI.—TRANSMITTAL OF FORMS

When Forms NCR-925 have been certified by the county committee, all regular Forms NCR-925 and all supplemental Forms NCR-925 which have been signed, will be listed on RF-10 for transmittal to the State office. All data on RF-10 shall be typed.

Forms NCR-925 will be listed on RF-10 in farm number order. The carbon must not be removed from such forms in the county office. Regular Forms NCR-925 and supplemental Forms NCR-925 may be listed on the same sheet of RF-10. However, where this is done regular Forms NCR-925 should be listed first, followed by supplemental Forms NCR-925. Each group of forms should be listed in separate columns on RF-10 and separate totals should be shown for regular Forms NCR-925 and supplemental Forms NCR-925. Not more than 75 forms should be listed on one sheet of RF-10. The forms included in a trans-

mittal should be arranged in the same order in which they are listed on the transmittal sheet.

The last copy of each supplemental Form NCR-925 which has not been signed should be attached to the regular Form NCR-925 for the same farm, and transmitted to the State office at the same time the regular Form NCR-925 is forwarded to the State office. The copies of supplemental Forms NCR-925 will in no instance be listed on RF-10.

After Forms NCR-925 have been listed on RF-10, an appropriate notation or mark should be made opposite the farm number on the master office record for each form to indicate that such form has been transmitted to the State office. If, when making this notation for a farm it is found that an NCR-925 has previously been forwarded to the State office, a determination should be made as to whether such form is a duplicate of the form previously submitted to the State office.

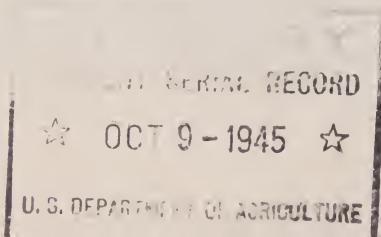
Forms to be mailed to the State office may be sent by the United States Postal Service without charge if such forms weigh 4 pounds or less, and it is indicated on the package that the Government free mailing privilege is being used. If the forms weigh more than 4 pounds, they should be sent by parcel post and the postage should be prepaid. All forms which are mailed to applicants may be mailed without charge in envelopes of the Agricultural Adjustment Agency. However, under no circumstances, shall envelopes of the Agricultural Adjustment Agency be sent to applicants for their use in returning forms.

PART VII—HANDLING OF SUSPENDED CASES

Forms NCR-925 which are suspended in the State office will be corrected in the State office wherever possible and relisted on an RF-10 in the "300" series. Where a form cannot be corrected in the State office it will be forwarded to the county office for correction. In such cases the form, when corrected and initialed, will be resubmitted to the State office on Form RF-10 with forms which are being transmitted to the State office for the first time.

Forms NCR-925 which are suspended by the General Accounting Preaudit Office prior to the scheduling of payments will be handled in the same manner as forms suspended by the State office. There will be attached to such forms one copy of a preaudit difference statement setting forth the reason for suspension. When a form is corrected for the reason for which it was suspended the member of the county committee who signed the form should initial the correction, and the correction will serve as a reply to the preaudit difference statement. Where a form is found to be correct, a reply shall be made by the county committee on the preaudit difference statement.

Forms NCR-925 which are suspended by the General Accounting Preaudit Office after the scheduling of payments will be returned to the county office with one copy of the preaudit difference statement. When the form has been corrected and initialed, it will be returned by the county office to the State office to the attention of the Clearance Unit. Such cases will not be listed on RF-10.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
NORTHEAST DIVISION

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTHEAST REGION

**INSTRUCTIONS FOR DETERMINING PERFORMANCE
STATE AND COUNTY OFFICE PROCEDURE**

SECTION I. GENERAL

A. General plan for determining performance.—1. Producers are responsible for reporting performance on their farms to the county committee. These reports shall cover the use made of conservation material and the extent of other practices carried out on their farms. Producers may make these reports to the county committee by mail.

2. The information furnished by the producer will be entered on or attached to the report of performance for the farm.

3. The producer is required to certify to the accuracy of his report.

4. A community committeeman serving the locality in which the farm is located will review the report and approve it when he is satisfied that it is complete and reasonably accurate. To obtain a more uniform understanding of compliance requirements, it is suggested that the reports submitted by the producers in each community be reviewed at meetings of the entire community committee.

5. No application which will result in a cash payment for the producer shall be prepared from a report of performance which is filed in the county office after February 15, 1946, except upon recommendation of the county committee and approval of the State committee upon determination that such delay was caused by reasons beyond the control of the producer.

B. State committee responsibilities.—In addition to the general supervision of all performance work, the State committee is directly responsible for the following specific functions to be carried out through the State office personnel and farmer fieldmen:

1. A plan should be worked out with each county committee covering all details of obtaining performance reports in the county such as notifying producers, arrangements for assistance to producers in filing reports, necessary spotchecking, etc.

2. Arrange for and supervise county training schools at which instructions are given to county and community committeemen and county office personnel covering their responsibilities.

3. Determine and advise county committees of types of evidence other than that required in paragraph D of this section which will be required in the determination of performance.

4. Determine that a satisfactory job of reporting performance is done in each county and make arrangements for adequate spotchecking by both county office and State office representatives.

C. County committee responsibilities.—The county committee, in cooperation with the farmer fieldman, will work out a plan for obtain-

ing reports from producers in the county. Whenever possible, this work should be combined with 1946 enrollment and taking orders for 1946 conservation materials. In formulating this plan, consideration should be given to the following:

1. With the assistance of the farmer fieldman, train community committeemen and other persons in the preparation of reports of performance.

2. Arrangements whereby producers may present their reports at the county office at any time during office hours.

3. A series of meetings at which community committeemen will be present.

4. Arrangements for specified times at which community committeemen will receive reports at their homes.

5. Definite appointments for each individual farmer at the county office or at the home of a committeeman.

6. Acceptance of reports by committeemen at meetings of any sort.

7. Arrangements for producers to report by mail.

D. Determination of extent of practices.—Producers on nonapplication farms need report only on the use made of conservation material, the extent of practices carried out with conservation services, and the acreage of cropland on the farm. Applications for payment for these farms will not be prepared if all of the conservation material has been properly used. Other producers should report on the use made of conservation material, the extent of practices carried out with conservation services, all other practices for which they expect to receive payment and the acreage of cropland on the farm.

If the extent of a practice is to be reported in acres, acreage measurements which have been furnished under the Agricultural Adjustment Agency Program from farm maps or other forms should be used if available. If such acreages are not available from previous records, producers may make the necessary determination by using any reasonably accurate method which is commonly used in the community in determining acreages. Linear feet, square feet, etc., of engineering practices should be determined from actual measurements. Analysis tags, sales slips or invoices as evidence of purchase and quality shall be submitted by the farm operator for those practices carried out with conservation material, other than material furnished through the program, which are measured in units of weight.

E. Use of NED-102, "Office Control Sheet."—A record of progress of performance and application work will be maintained on NED-102. Farmer fieldmen will give specific instructions on the maintenance of this record.

F. Notice to farmers.—The county committee will send a notice in the form of a letter to each enrolled producer informing him of his responsibility for determining and reporting performance on his farm, the information needed, and, when, where, and how this information should be reported.

The letter should also inform the farmer that February 15, 1946, is the final date for reporting practices for which he expects to receive a cash payment.

SECTION II. ENTRIES TO BE MADE ON COUNTY OFFICE COPY OF NER-915

A. PRIOR TO ACCEPTANCE OF REPORTS OF PERFORMANCE

Prior to acceptance of reports of performance, the following applicable entries will be made on the county office copy of the NER-915 for each farm:

In column A of section VII, enter the type of delivery of lime and the analysis of superphosphate furnished and in column B, the quantity of each. Types of delivery of lime should be shown as: "Bagged Farm," "Bagged Siding," "Bulk Plant," etc., which may be abbreviated. If conservation services have been furnished, enter the kind in column A and the quantity in column B.

Conservation material furnished under a previous program and transferred to the 1945 program should be shown as 1945 material.

Conservation material furnished under the 1945 program and which has been transferred to the 1946 program should not be shown.

Conservation material furnished under a previous program and which was not used or transferred to the 1945 program should be shown and properly identified with the year furnished.

B. FROM FARMERS' REPORTS

The following performance data will be entered on the NER-915 from the producer's report except that if any of the information furnished by the producer is in acceptable written form, it may be attached to the NER-915 instead of transferring the data:

1. **Section I.—a.** Verify the entries and make any necessary corrections. The **Christian name**, additional initials, if any, and surname of each producer who contributed to the carrying out of conservation practices should be shown. Either of two or more Christian names may be used, with additional initials, if any, and surname. This is especially important if an application for payment is to be prepared from the report. The address of each producer should be complete showing the rural route number, box number, etc.

b. Determine and enter in column (D) the percentage share contributed by each producer in carrying out the **cash payment practices** recorded in section VIII. Do not include practices carried out with Conservation Materials and Services as their use will be credited to the producer to whom they were furnished.

c. If the producer is other than an individual, partnership or estate, and has filed or will file applications or has been furnished conservation materials in connection with any other farm located in or out of the county, enter in column (E) the serial numbers of such other farms located in the county and the names of such other counties and States.

2. **Cropland.**—This item should be verified and corrected if necessary. The State committee may require that the acreages of orchards and permanent pasture be verified and corrected if necessary.

Cropland means farmland which is in regular rotation in 1945 and farmland devoted to orchards and small fruits.

3. **Section VII.**—Verify the entries for conservation material and services in columns (A) and (B).

In the spaces provided in column (C), enter the quantity of each conservation material used for each item shown if the use is in accordance with the description of the practice for the material in the NER-910. The hundredweight of superphosphate used with manure should not be included with the hundredweight used on cropland and permanent pasture.

If any of the conservation material has not been applied or has not been used to carry out an approved practice, enter a notation to that effect in column (C).

In column (D), enter the acres to which the quantities of the material shown in column (C) have been applied except for superphosphate used with manure.

4. Section VIII.—This section is to be used to record cash practices carried out on the farm for which the producer(s) expect(s) to apply for payment.

In the spaces provided in column (B), enter the quantities and kinds of material used to carry out the practices shown. If mixed fertilizer has been used to carry out the superphosphate or potash practice (not applicable in Maine and Vermont), enter the quantity, analysis and use on a blank line. Enter the extent of other practices, and the kind of winter cover crop if this practice has been carried out.

If the number and description of a practice is not printed, enter on a blank line, the number in column (A) and description in column (B).

In the spaces provided in column (C), enter the number of acres on which each practice was carried out.

Make no entries in column (D).

5. Section IX.—The producer or his representative will enter his signature in the space provided unless he has submitted a signed written report of his practices which is attached to the NER-915.

The date should also be entered.

6. Section X.—Enter in this section any other significant information which might affect the payment for the farm.

7. Application for payment.—The signature of each person entitled to share in the payment for cash practices, if any, will be obtained on a copy of the "Application for Payment," (NER-920).

It is not necessary to obtain the signature of a producer to whom conservation material or services were furnished unless he expects to obtain a cash payment for carrying out other practices. The person obtaining the signature should be particularly careful to inform the person signing, that signing the application does not necessarily mean that a cash payment will be made as the eligibility for payment is a determination of the county committee. Signatures shall be written with ink or with an indelible pencil and the date of signing will be entered in the space provided. In all cases, where possible, the full Christian name, additional initials, if any, and surname should be used.

C. REVIEW AND APPROVAL OF REPORTS OF PERFORMANCE

Reports of performance when completed, shall be reviewed by the community committee or a community committeeman. (See section

I, A, 4.) A community committeeman will enter his signature when the report is approved.

The use of conservation material and extent of practices reported should be carefully reviewed for compliance with specifications. In connection with practices that can only be approved when carried out on cropland, a determination should be made that there is sufficient cropland on the farm on which the practice can be carried out.

If there is reason to believe that the data reported are not complete and reasonably accurate, the producer should be requested to submit substantiating data. If such data are not received or there are other reasons to withhold approval, a committeeman may visit the farm for an inspection of the extent of practices or the report may be referred to the county committee with the reasons for disapproval. In the latter case, the county committee will arrange for a farm inspection.

D. CHECKING REPORTS OF PERFORMANCE BY THE COUNTY OFFICE

As reports of performance are returned by community committeemen, all entries will be reviewed in the county office for completeness and accuracy.

1. If there is a notation in section VII that any conservation material has not been used, arrangements should be made to transfer the material to the same or other farmers for use under the 1946 program.

2. Particular attention should be given to any entries made in section X. Any remarks which would affect the payment for the farm should be referred to the county committee.

3. The number of units of each practice carried out and shown in section VIII, columns (B) and (C) should be entered in the spaces provided in column (D). A unit means the quantity or amount of each practice for which a specific rate of payment has been established in accordance with the NER-910 for the State.

4. The report of performance for any farm for which an application for payment will be prepared will be so indicated by entering a mark in the box above section VII for "Application Farm." If a producer on a farm for which an application for payment is required as set forth below, has filed or will file applications or has been furnished conservation material or services in connection with other farms in the State, enter in section I, column (E) the serial numbers of such other farms located in the county and the names of other counties in the State in which such farms are located.

Applications for payment are required for a farm if one of the following is applicable:

a. Lime has been furnished in excess of the adjusted lime allowance and the increase in small payment for the farm.

b. **New Jersey and Pennsylvania.**—Lime and superphosphate have been furnished in excess of the lime allowance and the increase in small payment for the farm.

Other States.—Superphosphate has been furnished in excess of the superphosphate allowance.

c. Any of the conservation material furnished has not been used (and has not been transferred) or has been misused.

d. The producer is an individual, partnership or estate, and he has been furnished conservation material or services and it is determined that a gross payment (including the value of conserva-

tion material and services) in excess of \$10,000 can be computed for him in the State.

e. The county committee finds that the producer has failed to maintain practices carried out under previous programs or has failed to carry out approved erosion control measures as set forth in section 8 (b) or 8 (e) of ACP-1945.

f. The producer has carried out practices defeating the purposes of the programs or has deprived others of payment as set forth in section 8 (c) or 8 (d) of ACP-1945.

5. Reports of performance for farms on which the only practices carried out were carried out with conservation material and services and the material was all properly used, farms on which no practices were carried out and no conservation material or services furnished, and farms on which conservation materials have been furnished in excess of the allowance but not in excess of the allowance plus the small payment increase and no seed harvesting practice has been carried out should be checked as "Nonapplication Farms."

SECTION III. SPOTCHECKING

A. State.—It is the responsibility of the State committee to see that performance work is honestly and efficiently done. Each State committee has full responsibility for making certain that the work in all counties is of acceptable quality and should take steps to improve the quality of the work when it is found that it is not satisfactory.

Farmer fieldmen shall determine the manner in which performance work is being carried out in each county by reviewing the extent and result of the county committee spotcheck and a sufficient number of reports of performance and applications for payment. Farmer fieldmen shall submit to the State committee a narrative report for each county indicating whether the work is being satisfactorily done and also including any recommendations for improving the quality of the work.

B. County.—1. The county committee will require a spotcheck on enough farms to satisfy itself that reports being made are complete and accurate. Farms to be spotchecked shall be selected at random.

2. State committees will determine the method by which the spotcheckers will be selected by the county committee.

3. Form NED-65, Revised, "Spotchecker's Farm Report," will be used in making reports of spotcheckers. Reports are to be prepared in duplicate—the original to be retained in the county office and the copy to be forwarded to the State office.

SECTION IV. RECORDS AND REPORTS

A. County office progress report.—A report showing the progress of performance work in the county shall be submitted to the State office by each county committee not later than the 5th day of each month, showing cumulative totals for the following items as of the last day of the previous month:

1. Number of farms enrolled in the 1945 program.

2. Estimated number of enrolled farms which will not be eligible for payments in cash or have not been furnished conservation materials and services.

3. Number of farms for which performance has been reported.
4. Estimated number of farms for which 1945 applications for payment will be filed.
5. Number of farms spotchecked by representatives of county committee.
6. Number of farms enrolled in 1946 program.
7. Number of farms included in item 6 for which orders (64's and 128's) have been approved for 1946 lime.
8. Number of farms included in item 6 for which orders (64's and 128's) have been approved for 1946 superphosphate.
9. Number of farms included in item 6 for which orders (64's and 128's) have been approved for 1946 materials other than lime and superphosphate and for 1946 services, reported by each material and service.

B. State office progress reports.—Reports showing the status of the work of checking performance and applications as of the last day of each month shall be submitted to the Regional Office by each State office not later than the 10th day of the following month. This report shall show the State totals of the items received from county offices called for in subsection A and accumulated totals of the following:

1. Number of counties for which reports have been received from farmer fieldmen in accordance with section III, subsection A of this bulletin.
2. Number of applications for payment received in the State office.
3. Number of applications for payment certified for payment by the State office.
4. Number of applications for payment suspended by General Accounting Office.
5. Number of applications for payment suspended by the State office.

A. W. MANCHESTER,
Director, Northeast Division.

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U.S. DEPARTMENT OF AGRICULTURE

U. S. DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT AGENCY
 NORTH CENTRAL DIVISION

INSTRUCTIONS FOR PREPARATION AND HANDLING OF
 APPLICATIONS FOR PAYMENT UNDER THE 1945 AGRICULTURAL
 CONSERVATION PROGRAM—NORTH CENTRAL REGION

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PART I. GENERAL INSTRUCTIONS

A. General plan.—Form NCR-925, Application for Payment will be used as a computation sheet and application for payment under the 1945 Agricultural Conservation Program. Forms NCR-925 will be prepared and computed in the county offices. The State offices will spot check the first transmittals of Forms NCR-925 received from the county offices. A complete check of Forms NCR-925 will be made in the General Accounting Preaudit Office. Work should not be started on Forms NCR-925 until such work has been authorized by the State Committee.

A Form NCR-925 will be prepared for each farm in the county for which a Farm Plan was signed by the final date for signing farm plans and a performance report was completed by February 15, 1946, except those farms where no flax payment is earned and the only practices performed are those which are carried out with conservation materials or services furnished by the AAA and the credit for the practices is not in excess of the cost to the AAA of the materials and services used.

The serial number and the items used in determining the conservation practice allowance will be entered on NCR-925 from NCR-Co. No. 25, Progress Record, or from NCR-903, Farm Plan. The serial number will be the State and county code and farm number. Performance data will be entered on NCR-925 from NCR-903. Assignment and set-off entries will be made from the ACP-69 file and the register of indebtedness. Thereafter computations on NCR-925 will be completed.

As Forms NCR-925 are completed, they should be submitted for signature to all applicants who are interested in the payments on the farm

and who will sign NCR-925. Where more than one person has an interest in the farm and it is not possible to obtain in a reasonable length of time the signature of one of the applicants who should sign NCR-925, the reason for the failure of the applicant to sign should be entered on the line for his signature and a supplemental NCR-925 should be prepared. The supplemental NCR-925 will be prepared in the same manner as the original NCR-925, except, the letter "X" should be entered after the serial number, and the word "Supplemental" should be entered in the heading. A copy of the supplemental NCR-925 will be attached to the original when it is forwarded to the State office. In these cases all entries for indebtedness, assignments, and payments on lines 2, 3, and 4, Section IV, on the original NCR-925 for the applicant who does not sign the original NCR-925 should be deleted and entered on the supplemental NCR-925. The original and one copy of the supplemental NCR-925 will be kept available for the applicant to sign at some future date.

When applications are signed by applicants, a member of the county committee will sign the county committee certification and the applications will be listed on RF-10 and forwarded to the State office with copies and carbon paper intact. Supplemental Forms NCR-925 may be listed on RF-10 with original Forms NCR-925.

When Forms NCR-925 have been accepted in the State office, the original and copies of Forms NCR-925 together with the copies of the supplemental Forms NCR-925 for applicants failing to sign NCR-925, will be released to the General Accounting Preaudit Office. The General Accounting Preaudit Office will review Forms NCR-925 and when possible correct calculations thereon, and return the copies of NCR-925 to the State office. Payments will be scheduled from approved Forms NCR-925 by the State office. After payments have been scheduled, one copy of each NCR-925 will be returned to the county office and the remaining copy will be filed in the State office.

B. Preparation of list of eligibles.—The preparation and use of RF-7 will be optional with the State committee.

C. Corrections and Suspensions.—Whenever possible any error found by the State office or by the General Accounting Preaudit Office on NCR-925 will be corrected on the original and on the copies of the form. If the error cannot be corrected, the form will be returned to the county office for correction together with a copy of RF-4 or preaudit difference statement. The copy of RF-4 or preaudit difference statement should not be detached in the county office and must accompany NCR-925 when it is resubmitted to the State office.

D. Initialing of corrections.—The following changes on NCR-925 must be initialed by a member of the county committee who certified the form:

1. Changes in basic data which increase the applicant's payment if the final payment in line 4, Section IV, was corrected on the basis of such changes.
2. Changes which increase the amount of an assignment, if the final payment in line 4, Section IV, was corrected on the basis of such changes.
3. Material changes in printed name or address of the applicant or assignee. The addition of a middle initial to a name is not a material change. The addition of a route or street number to an address is not a material change.
4. Changes, deletions, or insertions of basic data or information on applications returned from the State office for verification or correction.

If the member of the county committee who certified the form is not available, another member of the county committee shall certify the form and initial the changes.

E. Negative numbers.—Whenever a computation results in a negative number enter zero (0) and not the negative number.

F. Fractions.—All computations will be carried to two decimal places beyond the number of decimal places required in the result, and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to "50" or less, they will be dropped, and if such digits amount to "51" or more, the last-required decimal place will be increased by "1". For example, if the result of a computation is—

1. 8.4750, enter 8.47
2. 8.4751, enter 8.48

All computations involving amounts of money will be rounded to two decimal places. All factors shall be carried to six decimal places and rounded to four decimal places. All other computations should be rounded to one decimal place.

G. Practices which tend to defeat purposes of program.—If it is determined by the county committee that a person who makes application for payment has adopted any practice which tends to defeat any of the purposes of the 1945 or previous programs, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

H. Depriving others of payment.—If it is determined by the county committee that a person who makes application for payment has employed any scheme or device, the effect of which would be or has been to deprive any other person of any payment under the program, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

I. Failure to carry out approved erosion control measures.—If it is determined by the county committee that a person has been negligent and careless in his farming operations by failing to carry out approved erosion control measures on land under his control, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

J. Failure to maintain practices under previous programs.—If it is determined by the county committee that any conservation practice carried out under previous programs was not maintained in accordance with good farming practices or the effectiveness of any such practice was destroyed in 1945, a deduction shall be made from the payment of the person responsible for destroying or not maintaining the practice. The extent of the practice destroyed or not maintained and the 1945 credit rate for the practice shall be entered in Section IV of NCR-925 and the deduction made in the same manner as for other types of indebtedness. If there is no 1945 credit rate for the practice, the credit rate for the year in which the practice was performed shall be used. There shall be attached to the application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

K. Breaking out permanent vegetative cover (specified counties in Nebraska and South Dakota).—If it is determined by the county

committee that native sod or other permanent vegetative cover was broken out in 1945 without the approval of the county committee and that the land broken out is not suited to the continuing production of cultivated crops and will become a wind erosion hazard to the community, a deduction at the rate of \$3 per acre shall be made from the payment of the person responsible for breaking out the land. The acreage so broken out and the rate of deduction shall be entered in Section IV of NCR-925 and the deduction made in the same manner as for other types of indebtedness. There shall be attached to the application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

L. Limitation of ACP payment to \$10,000.—The State office will keep a record of gross ACP payments made and materials or services furnished on no application farms to persons other than individuals, partnerships, or estates who file applications in other counties and other States, and to individuals, partnerships, or estates who will file applications in other counties in the State. Where necessary the State office will reduce the gross ACP payment to any such person to keep his payments within the \$10,000 limit. Where part or all of the gross payments due under any application cannot be made because of the \$10,000 limitation, the State office will enter a statement in the margin of the county office copy of the application before it is returned to the county office, setting forth the fact that the gross payment under the 1945 ACP was reduced because of the \$10,000 limitation.

M. Assignments and indebtedness to the United States Government.—The county office will maintain a file of the names of persons who have assigned all or a part of their agricultural conservation payments and a file of the names of persons who are indebted to the United States Government from which files the county office will make entries for assignments and indebtedness on applications for payment. The assignment file will consist of Forms ACP-69, Assignment of Payment under the 194— Agricultural Conservation Program, on which payments under the 1945 Agricultural Conservation program have been assigned. The indebtedness file shall consist of Form ACP-64, Request for Conservation Materials and Services, Form ACP-128, Purchase Order for Conservation Materials or Services, RF-12, Record of Indebtedness, FCI-223, Record of Note Transactions, and FCI-22, Acreage Report.

Entries for assignments will include the name of the assignee, followed by the word "assignee," the address of the assignee, and the unpaid amount of the assignment. If part of the assignment was liquidated on a previous NCR-925 enter the unliquidated amount of the assignment.

Entries for set-offs shall be made in accordance with the procedure in Part I, APS-County-1, Revised. A notation indicating that the set-off has been made should be entered on the record of the indebtedness.

When copies of Forms NCR-925 are returned to the county office, such forms should be examined to determine whether deductions for assignments and set-offs have been made. If any question arises as to whether a deduction was made, the voucher continuation sheet should be examined. Where a set-off has been made credit entries should be made on the debt record. There should be shown the amount set off (\$40.12, etc.), the application number (42-061-1-101), and the name

of the program (1945 ACP). If the entire debt is satisfied, the debt card will be placed in the dead file after credit entries have been made. In the case of a partial satisfaction of the indebtedness, credit entries will be made on the debt cards and they will be replaced in the live file. After an assignment has been completely liquidated on an application, the ACP-69 should be removed from the live file and placed in the dead file. In the case of a partial liquidation, a credit entry should be made on ACP-69 and the ACP-69 should be replaced in the live file if the assignor will receive payment on other farms in the county.

PART II.—ENTRIES ON FORM NCR-925

A. General.—1. All entries on NCR-925 will be made with an indelible pencil or typewriter. Where it is necessary to correct an entry, the incorrect entry should not be erased, but a line should be drawn through the incorrect entry and the correct entry written immediately above or in the nearest available space.

2. Where more than two persons share in the payments for a farm, additional sets of NCR-925 will be necessary. Where two or more sets of NCR-925 are used, enter on the forms other than the first set, only the State and county code, farm number and data for Section III, columns (g) to (j), inclusive, and Section IV. Also, enter in the heading above Section III, column (h) of each set of the form, the number of the set and the total number of sets. For example, "Sheet No. 1 of 3"; "Sheet No. 2 of 3"; etc.

3. Where a flaxseed payment is not earned and the only practices performed are those which are carried out with conservation materials or services furnished by the AAA and the credit for the practices is not in excess of the cost to the AAA of the materials and services used, Form NCR-925 will not be prepared. Where practices other than conservation materials and services practices are carried out or the credit for the practices performed is in excess of the cost to the AAA of the materials and services furnished and used, NCR-925 will be prepared and the payments computed in the regular manner.

4. Entries for regular practices shall be made in lines 1 to 6 of Section III and entries for special practices shall be made in lines 8 to 11.

5. Entries for practices carried out with conservation materials or services furnished by the AAA shall be made on line 1 or line 8, section III, whichever is applicable (and on succeeding lines where necessary). The names of these practices in column (a) should be followed by the letters "CMS" since the payments for conservation materials and services practices have priority over the payments for other practices. One line should be left blank between the entries for "CMS" practices and other practices.

6. If part of a practice was carried out with conservation materials or services and part of the same practice was carried out with other than conservation materials or services, separate entries shall be made for each part of the practice. If one person on the farm has a different share in one part of a practice than he has in another part of the practice, separate entries shall be made for each part of the practice. Otherwise, the total extent of each practice should be entered on one line.

7. No entries will be made for those practices requiring prior approval of the county committee unless prior approval was granted and the practice was carried out on the specified location and in accordance

with the conditions of the prior approval given by the county committee.

8. No entries will be made for the weed control practice unless the farm operator completed Form ACP-147, Producer's Record of Perennial Noxious Weed Control or Eradication Operations and the form is approved by the county committee.

9. No entries will be made for dams for livestock water, development of springs or seeps, wells, rotation grazing, seeding of depleted noncrop open pasture, mowing weeds, prairie dog control, or fireguards on applications for farms in Nebraska and South Dakota having over 640 acres of noncrop open pasture, unless the county committee has indicated on NCR-903 that the range management plan approved for the farm was carried out satisfactorily.

10. There will be entered in section III, column (a) a short descriptive title of the practice carried out including names of crops or materials, etc. used in performing the practice, for example: "Contour seeding-wheat", "Contour strip-cropping-corn and oats," "Harvesting seed-red clover," "Weed control-bindweed-sodium chlorate," "Superphosphate 0-20-0-pasture," and "Dams-earth."

11. When transferring entries for practices from NCR-903 to column (c) Section III of NCR-925, the extent of the practice shown on NCR-903 should be converted to the unit upon which payment will be computed, for example: 1,000 feet of standard terrace will be shown as 10.0, 1,000 lbs. of 0-20-0 will be shown as 10.0.

B. Entries on NCR-925.—Obtain the entries on NCR-925 as follows:

HEADING OF FORM

Item to be obtained	Where obtained
State and county code and farm number.	Upper right-hand corner of NCR-903 or NCR-County No. 25.
Farmland-----	Upper left-hand corner of NCR-903 or NCR-County No. 25.
Cropland-----	Upper margin of NCR-903 or NCR-County No. 25.
Noncrop pasture-----	Upper margin of NCR-903 or NCR-County No. 25.
Commercial orchards-----	Upper margin of NCR-903 or NCR-County No. 25.
Commercial vegetables-----	Upper margin of NCR-903 or NCR-County No. 25.

Entries for noncrop pasture should not be made in Michigan, except where practice 4 or practice 19 was carried out.

Entries for commercial vegetables should be made only in Indiana and Ohio.

Section III—CONSERVATION PRACTICES AND FLAXSEED PAYMENT

Item to be obtained	Where obtained
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Enter practices carried out with conservation materials or services first and identify them by entering the letters "CMS" in column (a) following the name of the practice.

Lines 1 to 6 and 8 to 11 inclusive:	
Column (a) Practice description----- (See item 10 above)	Section IV (Section VII in Nebraska and S. Dakota), NCR-903.
Column (b) Practice number-----	NCR-901.

**SECTION III—CONSERVATION PRACTICES AND FLAXSEED
PAYMENT—Continued**

Item to be obtained	Where obtained
Column (c) Acres or units----- (See notes below for additional entries to be made in this column.)	Section IV (Section VII in Nebraska and S. Dakota), NCR-903, in column headed "Units Performed."
NOTE 1.— Farm ditches or spreader ditches. —Enter above the number of units, the linear feet of the ditches constructed and circle such entry.	
NOTE 2.— Tree planting for forest purposes or gully control. —Enter above the number of units, the number of acres on which the practice was carried out and circle such entry.	
NOTE 3.— Diversion terraces (applicable in Missouri). —Enter above the number of units, the linear feet of the diversion terraces constructed and circle such entry.	
NOTE 4.— Development of springs (applicable in Nebraska and South Dakota). —If excavations were made in both soil or gravel and rock formation for one development, bracket the entries in column (c) for the practice.	
NOTE 5.— The establishment or reorganization of farm irrigation system (applicable in South Dakota). —Enter above the number of units, the number of acres on which the practice was carried out and circle such entry.	
NOTE 6.— Leveling land for irrigation (applicable in Nebraska). —Enter above the number of units, the number of acres on which the practice was carried out and circle such entry.	
Column (d) Rate-----	NCR-901.
Heading of columns (g) and (h), (i) and (j) Initials of persons sharing in practices.	Section IV (Section VII in Nebraska and S. Dakota), NCR-903, in columns headed "Shares."
Columns (g) and (i) Applicant's percentage share.	Section IV (Section VII in Nebraska and S. Dakota), NCR-903, in columns headed "Shares."
NOTE.—In cases where all persons sharing in the regular practices share in all the regular practices and each such person's share in any regular practice is the same as his share in each other regular practice, no entries need be made on lines 1 and 6, column (g) and (i). In such cases, enter each applicant's share on line 7, column (g) or (i). The same procedure may be followed for special practices. In such cases, enter each applicant's share on line 12, column (g) or (i).	
Item 7 (d) Allowance for regular practices.	Section I, NCR-903 or NCR-County No. 25.
Item 13 (b) Flax Goal-----	Column 4 or 5 of Flax 901.
Item 13 (c) Flax acreage-----	Section IV (Section VII in Nebraska and S. Dakota) NCR-903 in column headed "Units Performed."

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS

Item to be obtained	Where obtained
Line 5. Names of applicants-----	Upper left-hand corner of NCR-903. The name of the applicant should be printed in block style, i. e., JOHN JONES, or typed. Where practical, the Christian name, middle initial, if any, and the surname of the applicant should be printed to prevent misdelivery of the check.
Lines 2 and 3. Entries for set-offs and assignments.	Register of Indebtedness and Forms ACP-69.

NOTE.—Entries for set-offs and assignments will be made in accordance with the order of priority set forth in Part I, APS-County-1, Revised. The examples shown in APS-County-1, Revised, should be followed in making entries for set-offs. Entries for deductions for failure to maintain practices and breaking out permanent vegetative cover should be made on these lines also.

PART III. COMPUTATIONS ON FORM NCR-925

Make computations with respect to NCR-925 as follows:

Section III—CONSERVATION PRACTICES AND FLAXSEED PAYMENT

Item to be obtained	How obtained
Regular Practice Payments, Lines 1 to 7—All States	
Item 7 (d) Allowance.....	Verify the allowance by multiplying the entries in the heading by the applicable rates (see Practice Handbook).
Items 1 (e) to 6 (e) Regular practice payments.	(c) times (d). Apply individual practice payment limitations—see notes.
Item 7 (e) Total regular practice payment.	Add 1 (e) to 6 (e) inclusive.
Items 1 (f) to 6 (f) Adjusted payments.	See note below.
<p>NOTE.—Entries are to be made in items 1 (f) to 6 (f) only in cases where item 7 (e) exceeds 7 (d) and the applicants' percentage shares have been entered on lines 1 to 6. If these conditions exist proceed as follows:</p> <ol style="list-style-type: none"> 1. Add the payments in column (e) for CMS practices and enter the total in the space provided for CMS payment in item 7 (b). 2. If the CMS payment equals or exceeds the allowance, item 7 (d), <ol style="list-style-type: none"> a. Obtain a factor by dividing 7 (d) by the CMS payment, item 7 (b). b. Enter the factor in item 7 (a). c. Apply the factor to each CMS payment in column (e) and enter the factored payment in column (f). d. Enter a dash in column (f) for each other regular practice. 3. If the CMS payment is less than the allowance, item 7 (d), <ol style="list-style-type: none"> a. Add the payments in column (e) for practices other than CMS practices and enter the total in the space provided for Other payment in item 7 (b). b. Subtract the CMS payment, item 7 (b) from the allowance, item 7 (d) and divide the result by the Other payment, item 7 (b). Enter the factor thus obtained in item 7 (a). c. Transfer the payments for CMS practices from column (e) to column (f). d. Apply the factor in item 7 (a) to each payment in column (e) for practices other than CMS practices and enter the factored payment in column (f). 	
Items 1 (h) to 6 (h) Payment for regular practices.	(e) times (g). If entries have been made in column (f), enter (f) times (g).
Item 7 (h) Total payment for regular practices.	Add 1 (h) to 6 (h) inclusive. If the applicant's percentage share has been entered in item 7 (g), obtain 7 (h) by multiplying the smaller of 7 (d) and 7 (e), by 7 (g).
Items 1 (j) to 7 (j)	Obtain in a manner similar to that used to obtain items 1 (h) to 7 (h).
Special Practice Payments, Lines 8 to 12—Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and South Dakota	
Items 8 (e) to 11 (e) Special practice payments.	(c) times (d). Apply individual practice payment limitations—see notes.
Item 12 (e) Total special practice payment.	Add 8 (e) to 11 (e) inclusive.
Items 8 (h) to 11 (h) Payment for special practices.	(e) times (g).

Item to be obtained—Continued	How obtained—Continued
Item 12 (h) Total payment for special practices.	Add 8 (h) to 11 (h) inclusive. If the applicant's percentage share has been entered in item 12 (g), multiply 12 (e) by 12 (g).
Items 8 (j) to 12 (j) -----	Obtain in a manner similar to that used to obtain items 8 (h) to 12 (h).

Special Practice Payments, Lines 8 to 12—Nebraska, Ohio and Wisconsin.

Item 12 (d) Allowance for special practices:

- | | |
|-----------------------------------|---|
| a. For Nebraska and Wisconsin---- | 7 (d) minus 7 (e), plus 7 (d) times .3. |
| b. For Ohio----- | 7 (d) minus 7 (e), plus \$15. |

NOTE.—Obtain this allowance only if special practices other than special hayseed practices have been entered on lines 8 to 11.

Items 8 (e) to 11 (e) Special practice payments (other than special hayseed practices).	(e) times (d). Apply individual practice payment limitations—see notes.
Item 12 (e) Total special practice payments (other than special hayseed practices).	Add 8 (e) to 11 (e) inclusive.
Items 8 (f) to 11 (f) Adjusted payments (special hayseed practices).	(e) times (d).
Items 8 (f) to 11 (f) Adjusted payments (other than special hayseed practices).	See note below.

NOTE.—If payments for special hayseed practices *have not* been entered in column (f), make entries in column (f) only in cases where item 12 (e) exceeds item 12 (d) and the applicants' percentage shares have been entered on lines 8 to 11.

If payments for special hayseed practices *have* been entered in column (f), and item 12 (e) does not exceed item 12 (d), transfer the payments from column (e) to column (f).

If item 12 (e) exceeds item 12 (d), and if payments for special hayseed practices have been entered in column (f) or if the applicants' percentage shares have been entered on lines 8 to 11, proceed to factor the payments in column (e) and make entries in column (f) in a manner similar to that used to obtain the entries on lines 1 to 6, column (f).

Item 12 (f) Total adjusted special practice payment.	Add 8 (f) to 11 (f) inclusive.
Items 8 (h) to 11 (h) Payment for special practices.	(e) times (g). If entries have been made in column (f), enter (f) times (g).
Item 12 (h) Total payment for special practices.	Add 8 (h) to 11 (h) inclusive. If the applicant's percentage share has been entered in item 12 (g), obtain 12 (h) by multiplying 12 (f) by 12 (g); or, if no entry has been made in 12 (f), by multiplying the smaller of 12 (d) and 12 (e) by 12 (g).
Items 8 (j) to 12 (j) -----	Obtain in a manner similar to that used to obtain items 8 (h) to 12 (h).

Flaxseed Payment, Line 13—All States.

Item 13 (e) Total flaxseed payment----	13 (d) times the smaller of 13 (b) and 13 (c).
Item 13 (h) Flaxseed payment-----	13 (e) times 13 (g).
Item 13 (j) Flaxseed payment-----	13 (e) times 13 (i).

INSTRUCTIONS FOR APPLYING INDIVIDUAL PRACTICE PAYMENT LIMITATIONS

NOTE 1.—Farm ditches or spreader ditches.—Determine that the payment for this practice is not in excess of \$0.05 times the circled entry in column (c).

NOTE 2.—Harvesting hayseed other than alfalfa, alsike, and red clover.—Determine that the payment for this practice is not in excess of \$87.50.

NOTE 3.—Tree planting.—Where trees are planted for forest purposes or gully control determine that the payment does not exceed \$7.50 times the circled entry in column (c).

NOTE 4.—Pasture improvement (applicable in Illinois).—Determine that the payment for this practice does not exceed \$80.

NOTE 5.—Ditches for tile drainage (applicable in Iowa).—Determine that the payment is not in excess of 100 percent of the regular allowance plus any portion of the regular allowance which is not earned by regular practices.

NOTE 6.—Clearing farm land (applicable in Michigan, Minnesota, and Wisconsin).—Determine that the acreage of cropland on the farm in the heading of the form, is less than 60.0 (also, in Minnesota determine that the payment is not in excess of \$100).

NOTE 7.—Special dams for livestock water (applicable in Indiana).—Determine that the payment for this practice is not in excess of \$100.

NOTE 8.—Dams for livestock water (applicable in Illinois, Iowa, and Missouri).—Determine that the payment for this practice equals \$0.15 per yard for the first 2,000 cubic yards plus \$0.10 per yard for the cubic yards in excess of 2,000 (also, in Missouri determine that the payment for this practice is not in excess of \$100 plus the amount of the regular allowance which is not earned by regular practices and the special terracing practice).

NOTE 9.—Dams for livestock water or erosion control (applicable in Nebraska).—Determine that the payment equals \$0.12 per yard for the first 2,000 cubic yards plus \$0.10 per yard for the cubic yards in excess of 2,000.

NOTE 10.—Standard terraces (applicable in Missouri).—Determine that the payment is not in excess of 100 percent of the regular allowance or \$50 whichever is larger plus any portion of the regular allowance which is not earned by regular practices.

NOTE 11.—Diversion terraces (applicable in Missouri).—Determine that the payment for this practice is not in excess of \$0.05 times the circled entry in column (c).

NOTE 12.—Leveling land for irrigation (applicable in Nebraska).—Determine that the payment is not in excess of \$5 times the circled entry in column (c).

NOTE 13.—Rotation grazing (applicable in Nebraska and South Dakota).—Divide the entry in column (c) by the acreage of noncrop pasture entered in the heading of the form and enter the result or 25 percent whichever is the smaller, in column (d). Multiply the percentage in column (d) by 2.0 and multiply this result by that part of the conservation practice allowance computed for noncrop open pasture and enter in column (e).

NOTE 14.—Development of springs (applicable in Nebraska and South Dakota).—Determine that the payment for each development is not less than \$15 nor more than \$200. If the entries for this practice have been bracketed in column (c), determine that the sum of the payments for the bracketed entries is not less than \$15 nor more than \$200.

NOTE 15.—Establishment or reorganization of the farm irrigation system (applicable in South Dakota).—Determine that the payment for practice 24 (a) is not in excess of \$5 times the circled entry in column (c). Determine that the payment for practice 24 (b) is not in excess of \$8 times the circled entry in column (c).

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS

Item to be obtained	How obtained
Item 1 (a) Payment before increase.	Add 7 (h), Section III, 12 (h), Section III, and 13 (h), Section III.
Item 1 (b) Increase in payment.	Obtain from the table at the end of this Part III on the basis of the payment in item 1 (a), Section IV.
Item 1 c) Total payment to applicant.	Add 1 (a) and 1 (b).

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS—Continued

Items to be obtained	How obtained
Item 2 (c) Set-offs and assignments---	Enter the amount of the indebtedness or assignment as shown in 2 (a) or the payment in 1 (c), whichever is the smaller.
Item 3 (c) Set-offs and assignments---	Enter the amount of the indebtedness or assignment as shown in 3 (a) or the result obtained by subtracting 2 (c) from 1 (c), whichever is the smaller.
Item 4 (c) Payment to applicant after deductions.	1 (c) minus 2 (c) and 3 (c).
Items 1 (d), 1 (e), 1 (f), 2 (f), 3 (f), and 4 (f).	Obtain in a manner similar to that used to obtain items 1 (a), 1 (b), 1 (c), 2 (c), 3 (c), and 4 (c).

TABLE OF INCREASE IN SMALL PAYMENTS

1. Any payment amounting to 71 cents or less shall be increased to \$1.00.
2. Any payment amounting to 72 cents or more shall be increased in accordance with the following schedule:

Amount of payment computed	Increase in payment	Amount of payment computed	Increase in payment
\$0.72 to \$0.73-----	\$0. 29	\$27.00 to \$27.99-----	\$9. 40
\$0.74 to \$0.76-----	. 30	\$28.00 to \$28.99-----	9. 60
\$0.77 to \$0.78-----	. 31	\$29.00 to \$29.99-----	9. 80
\$0.79 to \$0.81-----	. 32	\$30.00 to \$30.99-----	10. 00
\$0.82 to \$0.83-----	. 33	\$31.00 to \$31.99-----	10. 20
\$0.84 to \$0.86-----	. 34	\$32.00 to \$32.99-----	10. 40
\$0.87 to \$0.88-----	. 35	\$33.00 to \$33.99-----	10. 60
\$0.89 to \$0.91-----	. 36	\$34.00 to \$34.99-----	10. 80
\$0.92 to \$0.93-----	. 37	\$35.00 to \$35.99-----	11. 00
\$0.94 to \$0.96-----	. 38	\$36.00 to \$36.99-----	11. 20
\$0.97 to \$0.98-----	. 39	\$37.00 to \$37.99-----	11. 40
\$0.99 to \$1.99-----	. 40	\$38.00 to \$38.99-----	11. 60
\$2.00 to \$2.99-----	. 80	\$39.00 to \$39.99-----	11. 80
\$3.00 to \$3.99-----	1. 20	\$40.00 to \$40.99-----	12. 00
\$4.00 to \$4.99-----	1. 60	\$41.00 to \$41.99-----	12. 10
\$5.00 to \$5.99-----	2. 00	\$42.00 to \$42.99-----	12. 20
\$6.00 to \$6.99-----	2. 40	\$43.00 to \$43.99-----	12. 30
\$7.00 to \$7.99-----	2. 80	\$44.00 to \$44.99-----	12. 40
\$8.00 to \$8.99-----	3. 20	\$45.00 to \$45.99-----	12. 50
\$9.00 to \$9.99-----	3. 60	\$46.00 to \$46.99-----	12. 60
\$10.00 to \$10.99-----	4. 00	\$47.00 to \$47.99-----	12. 70
\$11.00 to \$11.99-----	4. 40	\$48.00 to \$48.99-----	12. 80
\$12.00 to \$12.99-----	4. 80	\$49.00 to \$49.99-----	12. 90
\$13.00 to \$13.99-----	5. 20	\$50.00 to \$50.99-----	13. 00
\$14.00 to \$14.99-----	5. 60	\$51.00 to \$51.99-----	13. 10
\$15.00 to \$15.99-----	6. 00	\$52.00 to \$52.99-----	13. 20
\$16.00 to \$16.99-----	6. 40	\$53.00 to \$53.99-----	13. 30
\$17.00 to \$17.99-----	6. 80	\$54.00 to \$54.99-----	13. 40
\$18.00 to \$18.99-----	7. 20	\$55.00 to \$55.99-----	13. 50
\$19.00 to \$19.99-----	7. 60	\$56.00 to \$56.99-----	13. 60
\$20.00 to \$20.99-----	8. 00	\$57.00 to \$57.99-----	13. 70
\$21.00 to \$21.99-----	8. 20	\$58.00 to \$58.99-----	13. 80
\$22.00 to \$22.99-----	8. 40	\$59.00 to \$59.99-----	13. 90
\$23.00 to \$23.99-----	8. 60	\$60.00 to \$185.99-----	14. 00
\$24.00 to \$24.99-----	8. 80	\$186.00 to \$199.99-----	(¹)
\$25.00 to \$25.99-----	9. 00	\$200.00 and over-----	(²)
\$26.00 to \$26.99-----	9. 20		

¹ Increase to \$200.00.² No increase

PART IV. HANDLING APPLICATIONS FOR PAYMENT UNDER POOLING AGREEMENTS

When producers in accordance with the provisions of the State Handbooks have pooled all or any part of their practice allowances, applications for payment shall be handled as follows:

1. Prepare individual Forms NCR-925 for each farm participating in the pooling agreement as follows:
 - a. Make entries in the heading and in Section IV in the regular manner.
 - b. Enter in Section III data for the practices other than those carried out under the pooling agreement.
 - c. Enter in Section III, item 7(d) that part of the regular allowance not pooled.
 - d. Complete computations in Section III in the regular manner. In Nebraska compute and enter in item 12(d) *only* that part of the special allowance not pooled.
 - e. Enter in the heading the amount of the regular allowance pooled followed by the words "of the regular allowance pooled with farm Nos. ———". In Nebraska follow a similar procedure with respect to the special allowance, if any has been pooled.
 2. Prepare a supplemental NCR-925 for the agreement as follows:
 - a. Enter the words "Pooling Supplement to" over the space provided for the State and county code and farm number.
 - b. Enter the State and county code in the space provided therefore and enter the farm numbers of all the farms included in the pooling agreement.
 - c. Enter in Section III, item 7(d) the total regular practice allowance pooled. In Nebraska, enter in Section III, item 12(d) the total special practice allowance pooled.
 - d. Enter in Section III the practice descriptions, practice numbers, rates, and acres or units for the practices carried out under the pooling agreement, and the percentage shares of each person participating in the pooling agreement.
 - e. Complete the practice payments in the usual manner. In Nebraska, the amount of the regular practice allowance which is pooled and which is not earned by regular practices shall be added to the special practice allowance in item 12(d).
- NOTE.—Under pooling agreements, the \$5.00 per hundred linear feet limitation on farm ditches will not be applicable.
- f. Compute and enter in Section IV, item 1(a) or 1(d), the payment to each person participating in the pooling agreement. Make no further entries on the pooling supplement.
 3. Make entries on the individual Forms NCR-925 as follows:
 - a. Enter on a blank line in Section III, column (a) the words "Earned under pooling agreement" and enter the amount earned by the applicant under the pooling agreement in column (h) or (j).

- b. Enter in Section IV, item 1. (a) or 1. (d) the sum of the regular and special practice payment, the flaxseed payment and the payment earned under the pooling agreement.
- c. Complete Section IV in the regular manner.
- 4. The supplemental NCR-925 and each NCR-925 included in the pooling agreement shall be forwarded to the State office in the same lot.

If the farms participating in the pooling agreement are located in two counties, the "Pooling Supplement" NCR-925 should be prepared in the county in which the greater portion of the practices were carried out under the pooling agreement and an extra copy shall be prepared and submitted to the other county. Such county will complete the individual Forms NCR-925 for the farms in that county and will transmit the individual Forms NCR-925 on a completed RF-10 to the county in which the "Pooling Supplement" was prepared. The county in which the "Pooling Supplement" was prepared will prepare individual Forms NCR-925 and Forms RF-10 for the farms located in that county and will submit the forms for all of the farms in the pooling agreement to the State office at the same time.

In cases where a pooling agreement covers farms in two or more counties, the farm numbers on the individual Form NCR-925 and on the "Pooling Supplement" NCR-925 should be preceded by the proper State and county code if the State and county code is needed to identify the county in which a farm is located.

Where a pooling agreement covers farms in two or more counties, the State office will schedule all applications under the pooling agreement in the same Schedule of Disbursement, Form ACP-22.

PART V. SIGNATURES OF APPLICANTS AND CERTIFICATION OF COUNTY COMMITTEE

A. Signatures of applicants.—Applications should be mailed to applicants for the purpose of obtaining their signatures, or signatures may be obtained in other ways which will not take an undue amount of time or travel on the part of the applicants or representatives of the county office. Each applicant should be requested to verify the data on the application and to sign in ink or with an indelible pencil in the space provided for his signature. His signature should be in English script and should agree with his name as printed on the form. His printed name should include his full Christian name, middle initial, if any, and surname.

Each applicant must be particularly cautioned to enter his correct mailing address. If the applicant lives in a city he should indicate the street and house number. If he lives on a rural route, he should indicate the route number and the box number where necessary. If he moves to a new address after signing his application, he should leave a forwarding address with the postmaster in order that his check may be forwarded to him at his new address. These items are extremely important since all checks issued in connection with the 1945 Farm Program will be mailed direct to payees by the disbursing office, and any incorrect or incomplete address will delay payments, and may result in considerable extra work in obtaining the applicant's check

for him. In cases where there are two or more persons in a county having identical names, care must be exercised to see that they have separate and distinct mailing addresses.

If their addresses are not separate and distinct, some arrangement will have to be made with the postal authorities to make certain that each of such persons receives the check which is issued for him. In addition to signing the application and entering his address, the applicant should be requested to answer "Yes" or "No" to each of the questions listed below his signature. The application should be mailed with carbon intact. Generally applications should be mailed first to absentee landlords, so, in the event the landlord does not return the application, the tenant will not be required to again sign an application.

Applications mailed each day should be posted in a mailing register. There should be posted the serial number of the application, the name of the person to whom mailed, and the date mailed. A daily check should be made to determine that applications are returned within a certain time in order that payments to other persons on the application may not be unduly delayed. Applications when mailed for signature should be accompanied by a letter which reads substantially as follows:

Dear Cooperator:

Enclosed is your application for payment under the 1945 Agricultural Conservation Program. You will receive an application for payment for each farm on which you have earned a payment.

In order that you may receive payment as soon as possible, please do the following things promptly:

1. **CHECK THE APPLICATION** to see that all practices which you carried out are shown, that the division of payment is properly shown, and that all other information is correct.
2. **SIGN YOUR NAME** (do not print) beneath your printed name on the application.
3. **ENTER YOUR CORRECT MAILING ADDRESS** beneath your signature. Include the Rural Route number or name of street and house number. If you move to a new address after signing your application, notify your postmaster and this office.
4. **ANSWER "YES" OR "NO"** to both of the questions beneath your address.
5. **RETURN THE APPLICATION** after you have signed it to

Mr. ----- Chairman,

(Name of Chairman)

----- County Agricultural

(Name of County)

Conservation Committee, -----

(City)

(State)

If you have evidence showing that the payments or other data are not correct, please forward such evidence to this office immediately together with the enclosed application in order that any necessary corrections may be made before you sign the application.

Be sure that your signature agrees exactly in spelling with your printed name. If the printed name has been misspelled or incorrectly

shown, sign as you usually do, and correct the printed name to agree with your signature. You must sign your full Christian name, middle initial, if any, and surname. Please return to this office all of the copies of the application which are enclosed with this letter.

Very truly yours,

 Chairman, County,

 Agricultural Conservation Committee.

If more than one applicant will sign the application an insert which reads substantially as follows may be mailed with the application.

NOTICE.—Your payment can be made more promptly if you will forward this application and the attached letter to the other person whose name appears on this application, who will then return it to this office.

If the signature of an applicant is affixed by mark, such signature must be witnessed by at least one disinterested person whose signature must be in English script, in the original, and handwritten.

If a married woman signs an application in her individual capacity, she should include in her signature her first name and middle name, if any. She should not sign the name of her husband preceded by the word "Mrs.", such as "Mrs. John Doe." If she is acting in a representative or fiduciary capacity, she should sign in the same style as her name appears on her letter of authority.

B. Certification of county committee.—Check Forms NCR-925 to determine that the signature of each applicant is the same as his printed name. If the printed name and the signature do not agree, determine whether the printed name and the signature refer to one and the same person. If they do refer to the same person, correct the printed name to agree with the signature and initial the correction. Do not alter the signature or initial a correction made by the applicant in his signature. An illegible signature is acceptable unless it is not believed to be the applicant's signature.

After an application has been signed, the mailing address entered, and the two questions answered by the applicant, a member of the county committee should affix his signature in the space provided therefor. Where the application will be received in the State office after December 31, 1946, the date of filing in the county office shall be entered in the space provided therefor.

PART VI.—TRANSMITTAL OF FORMS

When Forms NCR-925 have been certified by the county committee, all regular Forms NCR-925 and all supplemental Forms NCR-925 which have been signed, will be listed on RF-10 for transmittal to the State office. All data on RF-10 shall be typed.

Forms NCR-925 will be listed on RF-10 in farm number order. The carbon must not be removed from such forms in the county office. Regular Forms NCR-925 and supplemental Forms NCR-925 may be listed on the same sheet of RF-10. However, where this is done regular Forms NCR-925 should be listed first, followed by supplemental Forms NCR-925. Each group of forms should be listed in separate columns on RF-10 and separate totals should be shown for regular Forms NCR-925 and supplemental Forms NCR-925. Not more than 75 forms should be listed on one sheet of RF-10. The forms included in a trans-

mittal should be arranged in the same order in which they are listed on the transmittal sheet.

The last copy of each supplemental Form NCR-925 which has not been signed should be attached to the regular Form NCR-925 for the same farm, and transmitted to the State office at the same time the regular Form NCR-925 is forwarded to the State office. The copies of supplemental Forms NCR-925 will in no instance be listed on RF-10.

After Forms NCR-925 have been listed on RF-10, an appropriate notation or mark should be made opposite the farm number on the master office record for each form to indicate that such form has been transmitted to the State office. If, when making this notation for a farm it is found that an NCR-925 has previously been forwarded to the State office, a determination should be made as to whether such form is a duplicate of the form previously submitted to the State office.

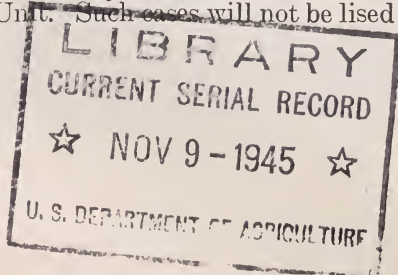
Forms to be mailed to the State office may be sent by the United States Postal Service without charge if such forms weigh 4 pounds or less, and it is indicated on the package that the Government free mailing privilege is being used. If the forms weigh more than 4 pounds, they should be sent by parcel post and the postage should be prepaid. All forms which are mailed to applicants may be mailed without charge in envelopes of the Agricultural Adjustment Agency. However, under no circumstances, shall envelopes of the Agricultural Adjustment Agency be sent to applicants for their use in returning forms.

PART VII—HANDLING OF SUSPENDED CASES

Forms NCR-925 which are suspended in the State office will be corrected in the State office wherever possible and relisted on an RF-10 in the "300" series. Where a form cannot be corrected in the State office it will be forwarded to the county office for correction. In such cases the form, when corrected and initialed, will be resubmitted to the State office on Form RF-10 with forms which are being transmitted to the State office for the first time.

Forms NCR-925 which are suspended by the General Accounting Preaudit Office prior to the scheduling of payments will be handled in the same manner as forms suspended by the State office. There will be attached to such forms one copy of a preaudit difference statement setting forth the reason for suspension. When a form is corrected for the reason for which it was suspended the member of the county committee who signed the form should initial the correction, and the correction will serve as a reply to the preaudit difference statement. Where a form is found to be correct, a reply shall be made by the county committee on the preaudit difference statement.

Forms NCR-925 which are suspended by the General Accounting Preaudit Office after the scheduling of payments will be returned to the county office with one copy of the preaudit difference statement. When the form has been corrected and initialed, it will be returned by the county office to the State office to the attention of the Clearance Unit. Such cases will not be listed on RF-10.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
NORTHEAST DIVISION

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTHEAST REGION

INSTRUCTIONS FOR DETERMINING PERFORMANCE
STATE AND COUNTY OFFICE PROCEDURE

SECTION I. GENERAL

A. General plan for determining performance.—1. Producers are responsible for reporting performance on their farms to the county committee. These reports shall cover the use made of conservation material and the extent of other practices carried out on their farms. Producers may make these reports to the county committee by mail.

2. The information furnished by the producer will be entered on or attached to the report of performance for the farm.

3. The producer is required to certify to the accuracy of his report.

4. A community committeeman serving the locality in which the farm is located will review the report and approve it when he is satisfied that it is complete and reasonably accurate. To obtain a more uniform understanding of compliance requirements, it is suggested that the reports submitted by the producers in each community be reviewed at meetings of the entire community committee.

5. No application which will result in a cash payment for the producer shall be prepared from a report of performance which is filed in the county office after February 15, 1946, except upon recommendation of the county committee and approval of the State committee upon determination that such delay was caused by reasons beyond the control of the producer.

B. State committee responsibilities.—In addition to the general supervision of all performance work, the State committee is directly responsible for the following specific functions to be carried out through the State office personnel and farmer fieldmen:

1. A plan should be worked out with each county committee covering all details of obtaining performance reports in the county such as notifying producers, arrangements for assistance to producers in filing reports, necessary spotchecking, etc.

2. Arrange for and supervise county training schools at which instructions are given to county and community committeemen and county office personnel covering their responsibilities.

3. Determine and advise county committees of types of evidence other than that required in paragraph D of this section which will be required in the determination of performance.

4. Determine that a satisfactory job of reporting performance is done in each county and make arrangements for adequate spotchecking by both county office and State office representatives.

C. County committee responsibilities.—The county committee, in cooperation with the farmer fieldman, will work out a plan for obtain-

ing reports from producers in the county. Whenever possible, this work should be combined with 1946 enrollment and taking orders for 1946 conservation materials. In formulating this plan, consideration should be given to the following:

1. With the assistance of the farmer fieldman, train community committeemen and other persons in the preparation of reports of performance.

2. Arrangements whereby producers may present their reports at the county office at any time during office hours.

3. A series of meetings at which community committeemen will be present.

4. Arrangements for specified times at which community committeemen will receive reports at their homes.

5. Definite appointments for each individual farmer at the county office or at the home of a committeeman.

6. Acceptance of reports by committeemen at meetings of any sort.

7. Arrangements for producers to report by mail.

D. Determination of extent of practices.—Producers on nonapplication farms need report only on the use made of conservation material, the extent of practices carried out with conservation services, and the acreage of cropland on the farm. Applications for payment for these farms will not be prepared if all of the conservation material has been properly used. Other producers should report on the use made of conservation material, the extent of practices carried out with conservation services, all other practices for which they expect to receive payment and the acreage of cropland on the farm.

If the extent of a practice is to be reported in acres, acreage measurements which have been furnished under the Agricultural Adjustment Agency Program from farm maps or other forms should be used if available. If such acreages are not available from previous records, producers may make the necessary determination by using any reasonably accurate method which is commonly used in the community in determining acreages. Linear feet, square feet, etc., of engineering practices should be determined from actual measurements. Analysis tags, sales slips or invoices as evidence of purchase and quality shall be submitted by the farm operator for those practices carried out with conservation material, other than material furnished through the program, which are measured in units of weight.

E. Use of NED-102, "Office Control Sheet."—A record of progress of performance and application work will be maintained on NED-102. Farmer fieldmen will give specific instructions on the maintenance of this record.

F. Notice to farmers.—The county committee will send a notice in the form of a letter to each enrolled producer informing him of his responsibility for determining and reporting performance on his farm, the information needed, and, when, where, and how this information should be reported.

The letter should also inform the farmer that February 15, 1946, is the final date for reporting practices for which he expects to receive a cash payment.

SECTION II. ENTRIES TO BE MADE ON COUNTY OFFICE COPY OF NER-915

A. PRIOR TO ACCEPTANCE OF REPORTS OF PERFORMANCE

Prior to acceptance of reports of performance, the following applicable entries will be made on the county office copy of the NER-915 for each farm:

In column A of section VII, enter the type of delivery of lime and the analysis of superphosphate furnished and in column B, the quantity of each. Types of delivery of lime should be shown as: "Bagged Farm," "Bagged Siding," "Bulk Plant," etc., which may be abbreviated. If conservation services have been furnished, enter the kind in column A and the quantity in column B.

Conservation material furnished under a previous program and transferred to the 1945 program should be shown as 1945 material.

Conservation material furnished under the 1945 program and which has been transferred to the 1946 program should not be shown.

Conservation material furnished under a previous program and which was not used or transferred to the 1945 program should be shown and properly identified with the year furnished.

B. FROM FARMERS' REPORTS

The following performance data will be entered on the NER-915 from the producer's report except that if any of the information furnished by the producer is in acceptable written form, it may be attached to the NER-915 instead of transferring the data:

1. **Section I.**—a. Verify the entries and make any necessary corrections. The **Christian name**, additional initials, if any, and surname of each producer who contributed to the carrying out of conservation practices should be shown. Either of two or more Christian names may be used, with additional initials, if any, and surname. This is especially important if an application for payment is to be prepared from the report. The address of each producer should be complete showing the rural route number, box number, etc.

b. Determine and enter in column (D) the percentage share contributed by each producer in carrying out the **cash payment practices** recorded in section VIII. Do not include practices carried out with Conservation Materials and Services as their use will be credited to the producer to whom they were furnished.

c. If the producer is other than an individual, partnership or estate, and has filed or will file applications or has been furnished conservation materials in connection with any other farm located in or out of the county, enter in column (E) the serial numbers of such other farms located in the county and the names of such other counties and States.

2. **Cropland.**—This item should be verified and corrected if necessary. The State committee may require that the acreages of orchards and permanent pasture be verified and corrected if necessary.

Cropland means farmland which is in regular rotation in 1945 and farmland devoted to orchards and small fruits.

3. **Section VII.**—Verify the entries for conservation material and services in columns (A) and (B).

In the spaces provided in column (C), enter the quantity of each conservation material used for each item shown if the use is in accordance with the description of the practice for the material in the NER-910. The hundredweight of superphosphate used with manure should not be included with the hundredweight used on cropland and permanent pasture.

If any of the conservation material has not been applied or has not been used to carry out an approved practice, enter a notation to that effect in column (C).

In column (D), enter the acres to which the quantities of the material shown in column (C) have been applied except for superphosphate used with manure.

4. Section VIII.—This section is to be used to record cash practices carried out on the farm for which the producer(s) expect(s) to apply for payment.

In the spaces provided in column (B), enter the quantities and kinds of material used to carry out the practices shown. If mixed fertilizer has been used to carry out the superphosphate or potash practice (not applicable in Maine and Vermont), enter the quantity, analysis and use on a blank line. Enter the extent of other practices, and the kind of winter cover crop if this practice has been carried out.

If the number and description of a practice is not printed, enter on a blank line, the number in column (A) and description in column (B).

In the spaces provided in column (C), enter the number of acres on which each practice was carried out.

Make no entries in column (D).

5. Section IX.—The producer or his representative will enter his signature in the space provided unless he has submitted a signed written report of his practices which is attached to the NER-915.

The date should also be entered.

6. Section X.—Enter in this section any other significant information which might affect the payment for the farm.

7. Application for payment.—The signature of each person entitled to share in the payment for cash practices, if any, will be obtained on a copy of the "Application for Payment," (NER-920).

It is not necessary to obtain the signature of a producer to whom conservation material or services were furnished unless he expects to obtain a cash payment for carrying out other practices. The person obtaining the signature should be particularly careful to inform the person signing, that signing the application does not necessarily mean that a cash payment will be made as the eligibility for payment is a determination of the county committee. Signatures shall be written with ink or with an indelible pencil and the date of signing will be entered in the space provided. In all cases, where possible, the full Christian name, additional initials, if any, and surname should be used.

C. REVIEW AND APPROVAL OF REPORTS OF PERFORMANCE

Reports of performance when completed, shall be reviewed by the community committee or a community committeeman. (See section

I, A, 4.) A community committeeman will enter his signature when the report is approved.

The use of conservation material and extent of practices reported should be carefully reviewed for compliance with specifications. In connection with practices that can only be approved when carried out on cropland, a determination should be made that there is sufficient cropland on the farm on which the practice can be carried out.

If there is reason to believe that the data reported are not complete and reasonably accurate, the producer should be requested to submit substantiating data. If such data are not received or there are other reasons to withhold approval, a committeeman may visit the farm for an inspection of the extent of practices or the report may be referred to the county committee with the reasons for disapproval. In the latter case, the county committee will arrange for a farm inspection.

D. CHECKING REPORTS OF PERFORMANCE BY THE COUNTY OFFICE

As reports of performance are returned by community committeemen, all entries will be reviewed in the county office for completeness and accuracy.

1. If there is a notation in section VII that any conservation material has not been used, arrangements should be made to transfer the material to the same or other farmers for use under the 1946 program.

2. Particular attention should be given to any entries made in section X. Any remarks which would affect the payment for the farm should be referred to the county committee.

3. The number of units of each practice carried out and shown in section VIII, columns (B) and (C) should be entered in the spaces provided in column (D). A unit means the quantity or amount of each practice for which a specific rate of payment has been established in accordance with the NER-910 for the State.

4. The report of performance for any farm for which an application for payment will be prepared will be so indicated by entering a mark in the box above section VII for "Application Farm." If a producer on a farm for which an application for payment is required as set forth below, has filed or will file applications or has been furnished conservation material or services in connection with other farms in the State, enter in section I, column (E) the serial numbers of such other farms located in the county and the names of other counties in the State in which such farms are located.

Applications for payment are required for a farm if one of the following is applicable:

a. Lime has been furnished in excess of the adjusted lime allowance and the increase in small payment for the farm.

b. **New Jersey and Pennsylvania.**—Lime and superphosphate have been furnished in excess of the lime allowance and the increase in small payment for the farm.

Other States.—Superphosphate has been furnished in excess of the superphosphate allowance.

c. Any of the conservation material furnished has not been used (and has not been transferred) or has been misused.

d. The producer is an individual, partnership or estate, and he has been furnished conservation material or services and it is determined that a gross payment (including the value of conserva-

tion material and services) in excess of \$10,000 can be computed for him in the State.

e. The county committee finds that the producer has failed to maintain practices carried out under previous programs or has failed to carry out approved erosion control measures as set forth in section 8 (b) or 8 (e) of ACP-1945.

f. The producer has carried out practices defeating the purposes of the programs or has deprived others of payment as set forth in section 8 (c) or 8 (d) of ACP-1945.

5. Reports of performance for farms on which the only practices carried out were carried out with conservation material and services and the material was all properly used, farms on which no practices were carried out and no conservation material or services furnished, and farms on which conservation materials have been furnished in excess of the allowance but not in excess of the allowance plus the small payment increase and no seed harvesting practice has been carried out should be checked as "Nonapplication Farms."

SECTION III. SPOTCHECKING

A. State.—It is the responsibility of the State committee to see that performance work is honestly and efficiently done. Each State committee has full responsibility for making certain that the work in all counties is of acceptable quality and should take steps to improve the quality of the work when it is found that it is not satisfactory.

Farmer fieldmen shall determine the manner in which performance work is being carried out in each county by reviewing the extent and result of the county committee spotcheck and a sufficient number of reports of performance and applications for payment. Farmer fieldmen shall submit to the State committee a narrative report for each county indicating whether the work is being satisfactorily done and also including any recommendations for improving the quality of the work.

B. County.—1. The county committee will require a spotcheck on enough farms to satisfy itself that reports being made are complete and accurate. Farms to be spotchecked shall be selected at random.

2. State committees will determine the method by which the spotcheckers will be selected by the county committee.

3. Form NED-65, Revised, "Spotchecker's Farm Report," will be used in making reports of spotcheckers. Reports are to be prepared in duplicate—the original to be retained in the county office and the copy to be forwarded to the State office.

SECTION IV. RECORDS AND REPORTS

A. County office progress report.—A report showing the progress of performance work in the county shall be submitted to the State office by each county committee not later than the 5th day of each month, showing cumulative totals for the following items as of the last day of the previous month:

1. Number of farms enrolled in the 1945 program.

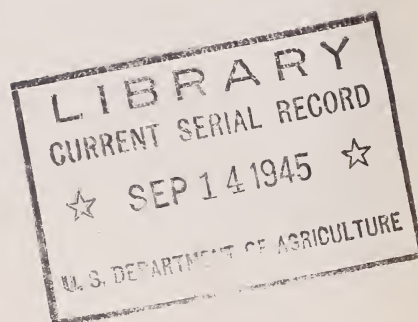
2. Estimated number of enrolled farms which will not be eligible for payments in cash or have not been furnished conservation materials and services.

3. Number of farms for which performance has been reported.
4. Estimated number of farms for which 1945 applications for payment will be filed.
5. Number of farms spotchecked by representatives of county committee.
6. Number of farms enrolled in 1946 program.
7. Number of farms included in item 6 for which orders (64's and 128's) have been approved for 1946 lime.
8. Number of farms included in item 6 for which orders (64's and 128's) have been approved for 1946 superphosphate.
9. Number of farms included in item 6 for which orders (64's and 128's) have been approved for 1946 materials other than lime and superphosphate and for 1946 services, reported by each material and service.

B. State office progress reports.—Reports showing the status of the work of checking performance and applications as of the last day of each month shall be submitted to the Regional Office by each State office not later than the 10th day of the following month. This report shall show the State totals of the items received from county offices called for in subsection A and accumulated totals of the following:

1. Number of counties for which reports have been received from farmer fieldmen in accordance with section III, subsection A of this bulletin.
2. Number of applications for payment received in the State office.
3. Number of applications for payment certified for payment by the State office.
4. Number of applications for payment suspended by General Accounting Office.
5. Number of applications for payment suspended by the State office.

A. W. MANCHESTER,
Director, Northeast Division.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
NORTHEAST DIVISION

1945 AGRICULTURAL CONSERVATION PROGRAM

NORTHEAST REGION

INSTRUCTIONS FOR DETERMINING PERFORMANCE
STATE AND COUNTY OFFICE PROCEDURE

SECTION I. GENERAL

A. General plan for determining performance.—1. Producers are responsible for reporting performance on their farms to the county committee. These reports shall cover the use made of conservation material and the extent of other practices carried out on their farms. Producers may make these reports to the county committee by mail.

2. The information furnished by the producer will be entered on or attached to the report of performance for the farm.

3. The producer is required to certify to the accuracy of his report.

4. A community committeeman serving the locality in which the farm is located will review the report and approve it when he is satisfied that it is complete and reasonably accurate. To obtain a more uniform understanding of compliance requirements, it is suggested that the reports submitted by the producers in each community be reviewed at meetings of the entire community committee.

5. No application which will result in a cash payment for the producer shall be prepared from a report of performance which is filed in the county office after February 15, 1946, except upon recommendation of the county committee and approval of the State committee upon determination that such delay was caused by reasons beyond the control of the producer.

B. State committee responsibilities.—In addition to the general supervision of all performance work, the State committee is directly responsible for the following specific functions to be carried out through the State office personnel and farmer fieldmen:

1. A plan should be worked out with each county committee covering all details of obtaining performance reports in the county such as notifying producers, arrangements for assistance to producers in filing reports, necessary spotchecking, etc.

2. Arrange for and supervise county training schools at which instructions are given to county and community committeemen and county office personnel covering their responsibilities.

3. Determine and advise county committees of types of evidence other than that required in paragraph D of this section which will be required in the determination of performance.

4. Determine that a satisfactory job of reporting performance is done in each county and make arrangements for adequate spotchecking by both county office and State office representatives.

C. County committee responsibilities.—The county committee, in cooperation with the farmer fieldman, will work out a plan for obtain-

ing reports from producers in the county. Whenever possible, this work should be combined with 1946 enrollment and taking orders for 1946 conservation materials. In formulating this plan, consideration should be given to the following:

1. With the assistance of the farmer fieldman, train community committeemen and other persons in the preparation of reports of performance.
2. Arrangements whereby producers may present their reports at the county office at any time during office hours.
3. A series of meetings at which community committeemen will be present.
4. Arrangements for specified times at which community committeemen will receive reports at their homes.
5. Definite appointments for each individual farmer at the county office or at the home of a committeeman.
6. Acceptance of reports by committeemen at meetings of any sort.
7. Arrangements for producers to report by mail.

D. Determination of extent of practices.—Producers on nonapplication farms need report only on the use made of conservation material, the extent of practices carried out with conservation services, and the acreage of cropland on the farm. Applications for payment for these farms will not be prepared if all of the conservation material has been properly used. Other producers should report on the use made of conservation material, the extent of practices carried out with conservation services, all other practices for which they expect to receive payment and the acreage of cropland on the farm.

If the extent of a practice is to be reported in acres, acreage measurements which have been furnished under the Agricultural Adjustment Agency Program from farm maps or other forms should be used if available. If such acreages are not available from previous records, producers may make the necessary determination by using any reasonably accurate method which is commonly used in the community in determining acreages. Linear feet, square feet, etc., of engineering practices should be determined from actual measurements. Analysis tags, sales slips or invoices as evidence of purchase and quality shall be submitted by the farm operator for those practices carried out with conservation material, other than material furnished through the program, which are measured in units of weight.

E. Use of NED-102, "Office Control Sheet."—A record of progress of performance and application work will be maintained on NED-102. Farmer fieldmen will give specific instructions on the maintenance of this record.

F. Notice to farmers.—The county committee will send a notice in the form of a letter to each enrolled producer informing him of his responsibility for determining and reporting performance on his farm, the information needed, and, when, where, and how this information should be reported.

The letter should also inform the farmer that February 15, 1946, is the final date for reporting practices for which he expects to receive a cash payment.

SECTION II. ENTRIES TO BE MADE ON COUNTY OFFICE COPY OF NER-915

A. PRIOR TO ACCEPTANCE OF REPORTS OF PERFORMANCE

Prior to acceptance of reports of performance, the following applicable entries will be made on the county office copy of the NER-915 for each farm:

In column A of section VII, enter the type of delivery of lime and the analysis of superphosphate furnished and in column B, the quantity of each. Types of delivery of lime should be shown as: "Bagged Farm," "Bagged Siding," "Bulk Plant," etc., which may be abbreviated. If conservation services have been furnished, enter the kind in column A and the quantity in column B.

Conservation material furnished under a previous program and transferred to the 1945 program should be shown as 1945 material.

Conservation material furnished under the 1945 program and which has been transferred to the 1946 program should not be shown.

Conservation material furnished under a previous program and which was not used or transferred to the 1945 program should be shown and properly identified with the year furnished.

B. FROM FARMERS' REPORTS

The following performance data will be entered on the NER-915 from the producer's report except that if any of the information furnished by the producer is in acceptable written form, it may be attached to the NER-915 instead of transferring the data:

1. **Section I.**—a. Verify the entries and make any necessary corrections. The **Christian name**, additional initials, if any, and surname of each producer who contributed to the carrying out of conservation practices should be shown. Either of two or more Christian names may be used, with additional initials, if any, and surname. This is especially important if an application for payment is to be prepared from the report. The address of each producer should be complete showing the rural route number, box number, etc.

b. Determine and enter in column (D) the percentage share contributed by each producer in carrying out the **cash payment practices** recorded in section VIII. Do not include practices carried out with Conservation Materials and Services as their use will be credited to the producer to whom they were furnished.

c. If the producer is other than an individual, partnership or estate, and has filed or will file applications or has been furnished conservation materials in connection with any other farm located in or out of the county, enter in column (E) the serial numbers of such other farms located in the county and the names of such other counties and States.

2. **Cropland.**—This item should be verified and corrected if necessary. The State committee may require that the acreages of orchards and permanent pasture be verified and corrected if necessary.

Cropland means farmland which is in regular rotation in 1945 and farmland devoted to orchards and small fruits.

3. **Section VII.**—Verify the entries for conservation material and services in columns (A) and (B).

In the spaces provided in column (C), enter the quantity of each conservation material used for each item shown if the use is in accordance with the description of the practice for the material in the NER-910. The hundredweight of superphosphate used with manure should not be included with the hundredweight used on cropland and permanent pasture.

If any of the conservation material has not been applied or has not been used to carry out an approved practice, enter a notation to that effect in column (C).

In column (D), enter the acres to which the quantities of the material shown in column (C) have been applied except for superphosphate used with manure.

4. Section VIII.—This section is to be used to record cash practices carried out on the farm for which the producer(s) expect(s) to apply for payment.

In the spaces provided in column (B), enter the quantities and kinds of material used to carry out the practices shown. If mixed fertilizer has been used to carry out the superphosphate or potash practice (not applicable in Maine and Vermont), enter the quantity, analysis and use on a blank line. Enter the extent of other practices, and the kind of winter cover crop if this practice has been carried out.

If the number and description of a practice is not printed, enter on a blank line, the number in column (A) and description in column (B).

In the spaces provided in column (C), enter the number of acres on which each practice was carried out.

Make no entries in column (D).

5. Section IX.—The producer or his representative will enter his signature in the space provided unless he has submitted a signed written report of his practices which is attached to the NER-915.

The date should also be entered.

6. Section X.—Enter in this section any other significant information which might affect the payment for the farm.

7. Application for payment.—The signature of each person entitled to share in the payment for cash practices, if any, will be obtained on a copy of the "Application for Payment," (NER-920).

It is not necessary to obtain the signature of a producer to whom conservation material or services were furnished unless he expects to obtain a cash payment for carrying out other practices. The person obtaining the signature should be particularly careful to inform the person signing, that signing the application does not necessarily mean that a cash payment will be made as the eligibility for payment is a determination of the county committee. Signatures shall be written with ink or with an indelible pencil and the date of signing will be entered in the space provided. In all cases, where possible, the full Christian name, additional initials, if any, and surname should be used.

C. REVIEW AND APPROVAL OF REPORTS OF PERFORMANCE

Reports of performance when completed, shall be reviewed by the community committee or a community committeeman. (See section

I, A, 4.) A community committeeman will enter his signature when the report is approved.

The use of conservation material and extent of practices reported should be carefully reviewed for compliance with specifications. In connection with practices that can only be approved when carried out on cropland, a determination should be made that there is sufficient cropland on the farm on which the practice can be carried out.

If there is reason to believe that the data reported are not complete and reasonably accurate, the producer should be requested to submit substantiating data. If such data are not received or there are other reasons to withhold approval, a committeeman may visit the farm for an inspection of the extent of practices or the report may be referred to the county committee with the reasons for disapproval. In the latter case, the county committee will arrange for a farm inspection.

D. CHECKING REPORTS OF PERFORMANCE BY THE COUNTY OFFICE

As reports of performance are returned by community committeemen, all entries will be reviewed in the county office for completeness and accuracy.

1. If there is a notation in section VII that any conservation material has not been used, arrangements should be made to transfer the material to the same or other farmers for use under the 1946 program.

2. Particular attention should be given to any entries made in section X. Any remarks which would affect the payment for the farm should be referred to the county committee.

3. The number of units of each practice carried out and shown in section VIII, columns (B) and (C) should be entered in the spaces provided in column (D). A unit means the quantity or amount of each practice for which a specific rate of payment has been established in accordance with the NER-910 for the State.

4. The report of performance for any farm for which an application for payment will be prepared will be so indicated by entering a mark in the box above section VII for "Application Farm." If a producer on a farm for which an application for payment is required as set forth below, has filed or will file applications or has been furnished conservation material or services in connection with other farms in the State, enter in section I, column (E) the serial numbers of such other farms located in the county and the names of other counties in the State in which such farms are located.

Applications for payment are required for a farm if one of the following is applicable:

a. Lime has been furnished in excess of the adjusted lime allowance and the increase in small payment for the farm.

b. **New Jersey and Pennsylvania.**—Lime and superphosphate have been furnished in excess of the lime allowance and the increase in small payment for the farm.

Other States.—Superphosphate has been furnished in excess of the superphosphate allowance.

c. Any of the conservation material furnished has not been used (and has not been transferred) or has been misused.

d. The producer is an individual, partnership or estate, and he has been furnished conservation material or services and it is determined that a gross payment (including the value of conserva-

tion material and services) in excess of \$10,000 can be computed for him in the State.

e. The county committee finds that the producer has failed to maintain practices carried out under previous programs or has failed to carry out approved erosion control measures as set forth in section 8 (b) or 8 (e) of ACP-1945.

f. The producer has carried out practices defeating the purposes of the programs or has deprived others of payment as set forth in section 8 (c) or 8 (d) of ACP-1945.

5. Reports of performance for farms on which the only practices carried out were carried out with conservation material and services and the material was all properly used, farms on which no practices were carried out and no conservation material or services furnished, and farms on which conservation materials have been furnished in excess of the allowance but not in excess of the allowance plus the small payment increase and no seed harvesting practice has been carried out should be checked as "Nonapplication Farms."

SECTION III. SPOTCHECKING

A. State.—It is the responsibility of the State committee to see that performance work is honestly and efficiently done. Each State committee has full responsibility for making certain that the work in all counties is of acceptable quality and should take steps to improve the quality of the work when it is found that it is not satisfactory.

Farmer fieldmen shall determine the manner in which performance work is being carried out in each county by reviewing the extent and result of the county committee spotcheck and a sufficient number of reports of performance and applications for payment. Farmer fieldmen shall submit to the State committee a narrative report for each county indicating whether the work is being satisfactorily done and also including any recommendations for improving the quality of the work.

B. County.—1. The county committee will require a spotcheck on enough farms to satisfy itself that reports being made are complete and accurate. Farms to be spotchecked shall be selected at random.

2. State committees will determine the method by which the spotcheckers will be selected by the county committee.

3. Form NED-65, Revised, "Spotchecker's Farm Report," will be used in making reports of spotcheckers. Reports are to be prepared in duplicate—the original to be retained in the county office and the copy to be forwarded to the State office.

SECTION IV. RECORDS AND REPORTS

A. County office progress report.—A report showing the progress of performance work in the county shall be submitted to the State office by each county committee not later than the 5th day of each month, showing cumulative totals for the following items as of the last day of the previous month:

1. Number of farms enrolled in the 1945 program.

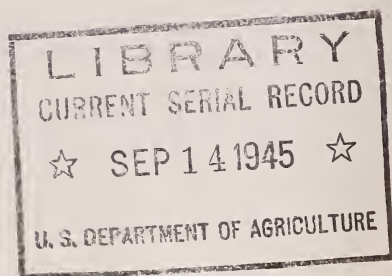
2. Estimated number of enrolled farms which will not be eligible for payments in cash or have not been furnished conservation materials and services.

3. Number of farms for which performance has been reported.
4. Estimated number of farms for which 1945 applications for payment will be filed.
5. Number of farms spotchecked by representatives of county committee.
6. Number of farms enrolled in 1946 program.
7. Number of farms included in item 6 for which orders (64's and 128's) have been approved for 1946 lime.
8. Number of farms included in item 6 for which orders (64's and 128's) have been approved for 1946 superphosphate.
9. Number of farms included in item 6 for which orders (64's and 128's) have been approved for 1946 materials other than lime and superphosphate and for 1946 services, reported by each material and service.

B. State office progress reports.—Reports showing the status of the work of checking performance and applications as of the last day of each month shall be submitted to the Regional Office by each State office not later than the 10th day of the following month. This report shall show the State totals of the items received from county offices called for in subsection A and accumulated totals of the following:

1. Number of counties for which reports have been received from farmer fieldmen in accordance with section III, subsection A of this bulletin.
2. Number of applications for payment received in the State office.
3. Number of applications for payment certified for payment by the State office.
4. Number of applications for payment suspended by General Accounting Office.
5. Number of applications for payment suspended by the State office.

A. W. MANCHESTER,
Director, Northeast Division.



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N75B

U. S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
WASHINGTON, D. C.

1946 AGRICULTURAL CONSERVATION PROGRAM

NORTH CENTRAL REGION

1946

**PROCEDURE FOR COUNTY AND STATE OFFICES IN
FURNISHING CONSERVATION MATERIALS
AND SERVICES**

[Complete instructions for the preparation and distribution of all forms referred to in this procedure will be found in NCR-61, Directory of Conservation Materials Forms.]

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SECTION I.—MATERIALS AND SERVICES—GENERAL PLAN

Conservation materials and services for carrying out approved conservation practices will be furnished on request in lieu of payments under the 1946 Agricultural Conservation Program in all States in the North Central Region, except Nebraska and South Dakota. Services only will be furnished in Nebraska and South Dakota. The materials to be furnished are: Liming materials; 18, 19, and 20 percent superphosphate; defluorinated phosphate rock; rock phosphate; and gypsum. The services to be furnished are: Construction of standard terraces, dams for livestock water, and farm ditches.

The cost of conservation materials or services furnished under this program shall be borne by farmers receiving the materials or services by having deductions made from payments earned for carrying out practices under the Agricultural Conservation Program. However, farmers will be required to contribute a proportionate part of the material or service in cash at the time the material or service is furnished, if the cost to A. A. A. exceeds the credit rate for the material or service. In some cases the cash collection will be made by county committees and in other cases by the contractor.

Contract purchases of material for distribution to farmers will be made in accordance with provisions covering government purchasing

contained in section 3709, Revised Statutes of the United States, except as modified by the authority granted under the First War Powers Act. Materials and services will also be provided on purchase orders authorized under section 8 (b) of the Soil Conservation and Domestic Allotment Act.

A. States approved for different materials.—1. Liming materials, superphosphate, and defluorinated phosphate rock will be furnished in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

2. Rock phosphate will be furnished in Illinois.

3. Gypsum will be furnished in Minnesota.

B. States approved for services furnished under purchase orders.—1. Construction of dams for livestock water will be furnished under the purchase order plan in Illinois, Indiana, Iowa, Missouri, Nebraska, Ohio, and South Dakota.

2. Construction of terraces under the purchase order plan will be furnished in Illinois, Indiana, Iowa, Minnesota, Missouri, Nebraska, Ohio, South Dakota, and Wisconsin.

3. Construction of farm ditches under the purchase order plan will be furnished in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, Ohio, South Dakota, and Wisconsin.

C. Cash collections.—The A. A. A. will assume the cost of conservation material in an amount equal to the 1946 credit rate or actual cost to the A. A. A., whichever is the smaller:

1. **Delivered-to-farm and delivered-and-spread orders.**—The farmer will pay the contractor the difference between the credit rate and the contract price.

2. **F.o.b. rail, f.o.b. truck, f.o.b. truck at stock pile, and stock pile.**—The farmer will pay the county committee the difference between the credit rate and cost of the material (including freight for rail shipments) if the cost exceeds the credit rate. The county committee must make the collection before the farmer receives the material. The collection can be made at the time the ACP-64 is signed or, in the case of rail delivery, at the time the car is unloaded.

3. Cash collections received in connection with (2) above will be handled in accordance with Memorandum A & F-45-8—County Associations, dated September 30, 1944.

D. ACP-88 or ACP-88 (Revised), Oath of Office.—The person designated by the county office as consignee must have executed an ACP-88 or ACP-88 (revised), in order to be eligible to act in this capacity, unless such person has signed a dealer handling contract (Form NCR-46-78).

E. Distribution of conservation materials by consignee.—The consignee will supervise the distribution of conservation materials to see that each producer receives the amount requested on Form ACP-64. Consignee will arrange for the use of a scale, if possible, for weighing any bulk material which is received. Where scales are not available, the division of the material among the producers may be handled in any manner satisfactory to all interested parties.

F. Allocation of material.—1. **SUPERPHOSPHATE.**—The regional office will allocate the material to the States and each State will allocate to the counties. Material may be procured under contract or by purchase orders, however, the total amount obtained by each State under both methods may not exceed the State allocation.

2. **LIMING MATERIALS.**—The State office shall allocate to counties all

material purchased under State-wide contracts in a manner which will make the best possible use of all sources of material.

G. Allotment of funds.—Allotment of funds to be used in certifying payments to contractors and to vendors under purchase orders will be made by the regional office. State offices should request an allotment for this purpose prior to January 1, 1946, based on an estimate of the total value of orders which will be placed with liming material contractors, and purchase orders for superphosphate and services which will be placed with vendors prior to July 1, 1946. Forms ACP-64 shall not be placed with contractors or purchase orders issued to vendors, unless the State office has sufficient unobligated funds available in the allotment to cover the estimated value of such Forms ACP-64 or purchase orders. County offices will advise the Conservation Materials Unit in the State office on the 20th of each month and the Conservation Materials Unit will advise the State accountant on the 25th of each month of the following:

1. Total value of all Forms ACP-64 and purchase orders placed with contractors and vendors for the 30-day period ending on the 20th of each month.
2. Estimated value of all Forms ACP-64 and purchase orders expected to be placed with contractors and vendors during the subsequent 30-day period.

The State accountant will obligate the total amount represented in (1) above, and will use the total amount represented in (2) above, in determining whether or not it will be necessary to request an additional allotment from the regional office.

H. Obligation of funds covering charge for rail transportation.—The State office shall advise the Control Accounts and Audit Section on the last day of each month of the amount of funds required to pay the freight charges on all material shipped on Government bills of lading during that month.

This amount will be determined by multiplying the number of tons shown on the State office copy of completed bills of lading received from the shipper during the month times the applicable average freight rate.

I. Form NCR-46-84, Trucking Contract.—The trucking contract will be used by county offices in connection with f.o.b. truck and f.o.b. rail shipments when farmers are unable to furnish their own or to obtain adequate trucking facilities, and when use of such trucking contracts will facilitate the delivery of liming materials to farmers in the county. When trucking contracts are involved the county association will collect the difference between the total cost to the A. A. A. and the credit rate from the farmer before the orders are given to the trucker.

J. Dealer handling of superphosphates.—County committees, subject to the approval by the State committee, shall enter into contracts with local dealers for receiving, distributing, and storing superphosphate and raw rock phosphate provided prices offered are not considered by the State committee to be excessive. Form NCR-46-78 will be used for this purpose.

K. Failure to use during program year.—Where a producer obtained conservation material but did not use such material during the program year, he should be allowed to use the material the following year provided he obtains permission from the county committee. The county committee may permit the producer to retain the material for

use during the following year, or if the needs of the county are such that the material is needed for distribution to other farmers for immediate use may require the return of the material. When the material is retained for use during the following year, the deduction for the value of the material should be made from the payment for the program year during which it was furnished. If in the following year the material is used in accordance with the provisions of the program for such year, credit will be given for the application of the material. If the material is misused, or is not used during the program year for which it was obtained and permission to use it during the following year was not secured from the county committee, the rate of deduction will be twice the amount of the usual rate of deduction for that portion of the material misused.

L. Intended use during the following program year.—Upon approval by the county committee, if material is obtained during one program year and it is indicated on the order that it is for use during the following program year, no deduction shall be made from the payments earned by the farmer during the program year in which the material was delivered. Such material shall be handled as if it were delivered during the program year in which it was intended for use. The county committee, in approving requests for material for use during the following year, should take into consideration the availability of material and should not approve such requests where there is not sufficient material to meet the immediate needs of the county.

M. Refunds.—If the value of the material supplied a producer is in excess of his 1946 agricultural conservation payment, the excess amount shall be repaid to the Government. The refund shall be in the form of a postal money order, certified check, or cashier's check, payable to the Treasurer of the United States, and forwarded to the State office with a memorandum explaining the circumstances. In the event the refund cannot be obtained, the producer's name should be placed on the register of indebtedness.

N. Ordering liming materials.—1. Orders should be placed in accordance with the anticipated delivery schedule shown in the contract for delivered to farm and delivered and spread types of delivery. Orders for all other types of delivery should be placed in accordance with allocations received from State offices.

a. Orders should be placed with the contractor in a manner which will result in his having not more than 60 days' supply of undelivered orders on hand at any one time.

b. If the contractor does not make delivery in accordance with the terms of his contract, a member of the county committee should contact him in an effort to determine the reason for the delinquency. If the problem cannot be settled satisfactorily between the county committee and the contractor the county committee should promptly report the facts in the case to the State office for handling.

O. Liability of Consignee.—The consignee shall be financially liable for all material which is not accounted for on Form ACP-65 provided the State committee determines that the shortage was due to gross negligence or carelessness on the part of the consignee.

SECTION II.—MINIMUM SPECIFICATIONS**A.—LIMING MATERIALS TO BE FURNISHED UNDER CONTRACT IN THE VARIOUS STATES**

1. Agricultural ground limestone (including by-product of lead separation), agricultural meal and agricultural slag meal (in bulk and on a 2,000-pound ton basis):

INDIANA, IOWA, MICHIGAN, OHIO, AND WISCONSIN

- (a) The material must contain 80 percent calcium carbonate equivalent.
- (b) The material must be ground sufficiently fine so that 80 percent, including all the finer particles obtained in the grinding process, will pass through a U.S. Standard No. 8 sieve and 20 percent through a U.S. Standard No. 100 sieve.
- (c) The moisture content at the time of shipment shall not exceed 8 percent.

NOTE: The calcium carbonate equivalent and the percent passing through a U.S. Standard No. 8 sieve must be at least 80 and one or both must be greater than 80 so that the multiplication of the percent of calcium carbonate equivalent by the percent of material passing through a U.S. Standard No. 8 sieve will be equal to or in excess of 0.7200.

MISSOURI

- (a) The material must contain at least 80 percent calcium carbonate equivalent.
- (b) The material must be ground sufficiently fine so that 90 percent, including all the finer particles obtained in the grinding process, will pass through a U.S. Standard No. 8 sieve.
- (c) The moisture content at the time of shipment shall not exceed 8 percent.

ILLINOIS AND MINNESOTA

- (a) The material must contain 80 percent calcium carbonate equivalent.
- (b) The material must be ground sufficiently fine so that 80 percent, including all the finer particles obtained in the grinding process, will pass through a U.S. Standard No. 8 sieve.
- (c) The moisture content at the time of shipment shall not exceed 8 percent.

NOTE: The calcium carbonate equivalent and the percent passing through a U.S. Standard No. 8 sieve must be at least 80 and one or both must be greater than 80 so that the multiplication of the percent of calcium carbonate equivalent by the percent of material passing through a U.S. Standard No. 8 sieve will be equal to or in excess of 0.7200.

2. Marl, sugar beet refuse lime, and paper mill refuse lime (in bulk and on a cubic yard basis):

- (a) 70 percent calcium carbonate equivalent.
- (b) Condition suitable for spreading.

3. Lead mine refuse lime (in bulk and on a 2,000-pound ton basis):

- (a) 80 percent calcium carbonate equivalent.
- (b) 90 percent must pass through a U.S. Standard No. 8 sieve.
- (c) Moisture content at time of shipment must not exceed 8 percent.

4. Carbide refuse lime (in bulk and on a 2,000-pound ton basis):

- (a) 85 percent calcium carbonate equivalent.
- (b) Moisture content at the time of shipment must not exceed 35 percent.

5. Agricultural granulated slag or agricultural slag screenings (in bulk and on a 2,000-pound ton basis):

- (a) 80 percent calcium carbonate equivalent.
- (b) 80 percent must pass through a U.S. Standard No. 8 sieve.

B.—LIMING MATERIALS TO BE FURNISHED UNDER CONTRACT IN OHIO ONLY

1. Agricultural superfine liming material. (In bulk and on a 2,000-pound ton basis).

(a) 80 percent calcium carbonate equivalent.

(b) 90 percent, including all the finer particles obtained in the grinding process, must pass through a U.S. Standard No. 8 sieve and 80 percent must pass through a U.S. Standard No. 100 sieve.

(c) Moisture content at time of shipment must not exceed 8 percent.

2. Agricultural pulverized liming material. (In bulk and on a 2,000-pound ton basis):

(a) 80 percent calcium carbonate equivalent.

(b) 90 percent, including all the finer particles obtained in the grinding process, must pass through a U.S. Standard No. 8 sieve, and 60 to 75 percent must pass through a U.S. Standard No. 100 sieve.

(c) Moisture content at time of shipment must not exceed 8 percent.

3. Agricultural ground liming material and agricultural ground slag. (In bulk and on a 2,000-pound ton basis):

(a) 80 percent calcium carbonate equivalent.

(b) 90 percent, including all the finer particles obtained in the grinding process, must pass through a U.S. Standard No. 8 sieve, and 40 to 55 percent must pass through a U.S. Standard No. 100 sieve.

(c) Moisture content at time of shipment must not exceed 8 percent.

C.—SUPERPHOSPHATE—18, 19, OR 20 PERCENT

1. 18, 19, or 20 percent available P_2O_5 , whichever is specified.

2. Furnished in 100 pound bags or bulk.

D.—DEFLUORINATED PHOSPHATE ROCK

1. 18 percent available P_2O_5 .

2. Furnished in 100 pound bags.

E.—ROCK PHOSPHATE

(Will be furnished in 100-pound bags or in bulk)

1. 30 percent total phosphoric acid (P_2O_5).

2. Phosphate rock mined and recovered in the State of Florida must be ground sufficiently fine so that not less than 85 percent will pass through a 200-mesh sieve. Phosphate rock mined and recovered in the State of Tennessee must be ground sufficiently fine so that not less than 95 percent will pass through a 200-mesh sieve.

3. Moisture content at the time of shipment must not exceed 3 percent.

F.—GYPSUM

(Will be furnished in 100-pound bags)

1. 18 percent water soluble sulphur.

2. 85 percent will pass through a U. S. Standard No. 100 sieve.

3. Moisture content must not exceed 6 percent in addition to water of crystallization.

G.—SPECIFICATIONS FOR SERVICES TO BE FURNISHED UNDER THE PURCHASE ORDER PLAN

Dams for livestock water, terraces, and farm ditches shall be constructed in accordance with the specifications set forth in the Committeeman's Handbook.

SECTION III.—PROCUREMENT METHODS

A.—MATERIAL PURCHASED UNDER CONTRACT

1. 18, 19, and 20 percent superphosphate, defluorinated, and rock phosphate.—Contracts for these materials will be awarded by the Washington office of the Department of Agriculture and allotments of such materials will be made to the States.

2. Liming materials and gypsum.—Under the supervision of the State committee, county committees will solicit bids for liming materials on a delivered to farm and delivered and spread basis from regular dealers and suppliers and make recommendations for award of contracts to the State committee. The State committee member authorized to act as contracting officer will make awards and authorize the county committees to proceed with the acceptance of requests for material and placing of orders. State committees will solicit bids for liming materials and gypsum for delivery f.o.b. rail, f.o.b. truck, f.o.b. truck at stock pile, and stock pile types of delivery. Awards made for these types of delivery will be on a State-wide basis.

A. TYPE OF CONTRACTS ENTERED INTO WITH CONTRACTORS

(1) All contracts awarded will be source of supply contracts.—Awards made under source of supply contracts represent a continuing offer by the contractor to furnish material at the price indicated in his bid, in accordance with the terms of the offer. However, a binding contract is created when orders are accepted by the contractor, making him liable for failure to deliver the amount ordered, and to pay excess costs which may be incurred in connection therewith. The contractor will be obligated to fill all orders mailed to him, or placed with him in person unless they are returned to the office placing the order within 15 days from the date such order was mailed to him or placed with him in person. All orders returned should be accompanied by a written notification from the contractor explaining his inability to accept the order.

(a) Orders may be returned within the 15-day period only if the contractor does not have sufficient material to fill the orders. If the contractor desires to return a portion of the orders placed, the ordering office will determine which orders are to be returned.

(b) In the case of orders for deliver to farm or deliver to farm and spread on fields types of delivery the contractor may return individual orders to the county office at any time if he is unable to make proper financial arrangements with the farmer for payment of the farmer's share of the cost of the material. The county committee should not agree to the return of such orders unless the contractor submits acceptable evidence that the farmer will not make arrangements for payment of his share. The county committee will decide whether the evidence submitted is acceptable. The contractor is obligated for the total tonnage accepted by him and if any orders are returned for the above reason the county committee should place other orders with the contractor for an equal tonnage.

(c) Individual orders returned by the contractor because the farmer has not made proper financial arrangements for payment of his share of the cost of the material should not be canceled by the county committee. Orders of this type should be placed at the bottom of the list in the county office and should not be placed with the contractor again until all other orders on hand in the county office have been placed with the contractor and the farmer has made proper financial arrangements for payment of his share of the cost of the material.

(2) Contracts awarded on county basis.—County committees will solicit bids and State contracting officers will make awards on a county basis for material delivered to farm and delivered and spread. (The Government will assume liability in the contract for payment to the contractor of an amount per ton or cubic yard equal to the credit rate

for the area for which the award was made. The contractor must look to the farmer receiving the material for the difference per ton or cubic yard between the credit rate and the contract price.)

(3) **Contracts awarded on a State-wide basis.**—State committees will solicit bids and make awards on a State-wide basis for all material furnished on a f.o.b. rail, f.o.b. truck, f.o.b. truck at stock pile and stock pile basis. (If the cost to the Government exceeds the credit rate for the area, the county committee will collect in cash from the farmer the difference between the cost of the material and the credit rate. The Government will pay the contractor the total contract price.)

B. MATERIALS AND SERVICES FURNISHED UNDER THE PURCHASE ORDER PLAN

Superphosphate and all services shown in Section I may be furnished by vendors under the Purchase Order Plan at not to exceed the fair price as determined below, to farmers whose requests for such materials or services have been approved by the county committee. Payments to vendors will be approved by the county committee and certified in the State office.

1. **Definition of fair price.**—A fair price is the lowest price at which the county committee determines that vendors are able to supply a sufficient volume of a material or service, taking into consideration, among other things, (1) the prices which farmers are currently paying for the material or service through local supply channels; (2) the prices at which farmers can obtain the same materials or services through other than local channels; (3) where production of the material is local, the prevailing cost to the vendor and the normal margin; (4) where the service involved is not customarily performed commercially in the locality, the estimated cost of performing the service plus a margin to the vendor reasonably in line with locally prevailing trade margins.

2. **Persons who may fill purchase orders.**—Any vendor, in addition to those submitting quotations to the county office at the time the fair price was established, may fill purchase orders provided he will furnish such material or service at or below the fair price.

3. Determination and approval of fair prices:

a. **Services.**—Fair prices for services will be determined by the county committee and need not be approved by the State committee. A separate fair price may be determined for each transaction. The price agreed upon between the vendor on one hand and the farmer and the county committee on the other hand will become the fair price for the performance of the particular service involved. This arrangement will permit consideration of any unusual conditions and circumstances involved in the performance of services on individual farms.

b. **Superphosphate.**—State-wide fair prices per ton will be determined by the regional office on recommendation of the State committee. County committees shall obtain quotations from all vendors who customarily furnish the particular type of material in the county. These quotations shall indicate the price per ton at which the material will be furnished and the approximate quantity that the vendor can furnish. The quotations received shall be summarized on Form ACP-146, "Fair Price Recommendations," and submitted to the State office. The county committee should indicate on Form ACP-146 its recommendation as to a fair price for the specified material to be furnished to farmers in the county. The State committee may approve individual fair prices by county provided they do not exceed the State-wide fair price as approved by the regional office.

4. **Persons excluded from filling purchase orders.**—a. No person paid in full or in part from AAA funds, and no firm with which any such person is identified or in which he has a controlling financial in-

terest, may supply or agree to supply conservation materials or services to the A. A. A. on purchase orders unless permission is specifically granted in particular cases by the Chief, A. A. A.

SECTION IV.—GENERAL INSTRUCTIONS FOR CONTRACTING

A. First War Powers Act.—All contracts shall be awarded in conformance with the authority granted the A. A. A. by the Director of Finance under the First War Powers Act and amendments. Executive Order 9001 and 9023 authorized the Department to perform the functions and exercise the powers described in title II of the act, approved December 18, 1941 (Public Law 354, 77th Cong.), entitled "An Act to Expedite the Prosecution of the War Effort." The contracting officers of the North Central Region may exercise the above-mentioned authority within the limitations provided in this procedure.

B. Price ceilings.—Awards shall not be made at a price exceeding the bidders' price ceilings established by Revised Maximum Price Regulation 386, effective October 12, 1944.

C. Transportation tax.—Shipments made on Government bills of lading are exempt from the Federal transportation tax. It is, however, applicable to all other transportation hired by the Government, including that supplied under county association trucking contracts entered into on Form NCR-46-84.

Contractors supplying railhead or delivered to farm service under contracts with the Government must pay the tax on hired transportation, whether rail or truck. If they use their own trucks, the tax is not applicable on the charge for trucking.

D. State or local sales taxes.—State or local sales taxes should not be included in the price bid. It will be necessary for the contractor to sign a certification to the effect that such taxes were not included in the price offered, when his voucher is submitted for payment.

E. Walsh-Healey Act.—Provisions of the Walsh-Healey Act will apply to all contracts where the value of the material to be furnished may exceed \$10,000. If the contractor states in his offer that he will not comply with the provisions of the Walsh-Healey Act, his contract must be limited to \$10,000.

F. Persons excluded from bidding.—The following persons may not have any interest in a Government contract for liming materials: Agricultural conservation community committeemen, county agricultural conservation committeemen, agricultural conservation county office employees, State agricultural conservation committeemen, agricultural conservation State office employees, other Federal employees, and any member or delegate to Congress or resident commissioner.

G. Forms to be sent to bidders.—1. U. S. Standard Form 33 (Revised), together with pages 2, 3, and 4 of the contract form, shall be forwarded in duplicate to all responsible dealers, truckers, or producers known to the county committee or the State committee.

2. If the amount of material which will be used in the area covered by the bid invitation may exceed \$10,000 in value, two copies of the Walsh-Healey stipulations should be submitted to the prospective bidder with the bid invitation forms and should be made a part of any award in excess of \$10,000.

3. If any person requests permission to bid, he shall be given an in-

vation. A copy of the county invitation and the State-wide invitation shall also be posted in the post office in the city where the county committee receives their mail.

H. Receipt of bids.—Bids will be received in the office of the county association in case of county solicitations and in the State office in case of State-wide solicitations, and held unopened under lock until the date and time of opening, as stated in the advertisement. Any bids received and opened through error prior to the time of opening will be immediately resealed by the person opening same and the envelope signed to show who opened it, and such person shall be held responsible that the contents thereof are not divulged.

I. Public opening and recording of bids.—At the time and date of opening, all bids received shall be opened publicly, read, and the prices bid recorded in a permanent record by the person named in the advertisement, or his representative, at the place mentioned in the advertisement. The bid abstract, Form NCR-67, will be the permanent record. Bidders or their representatives may be present at the opening.

J. Delayed bids.—Bids received after the time of opening will be returned to the bidder unopened with a letter of explanation, except in the case where the delay was due to the mails and the post office cancellation mark, confirmed by the postmaster, clearly indicates that the bid was mailed in proper time and manner to be received in the ordinary course of mails before the time fixed for the opening of bids. In this event the bid should be opened, considered, and clearly marked to show the time of receipt.

K. Correction in bids before opening.—1. Corrections made on bids prior to opening must be initialed by the bidder or must be verified by a statement signed by the bidder, if such bid is to be recommended for acceptance. When this statement is necessary, it must be attached to the original bid. Corrections not initialed on bids which are not to be recommended for acceptance must be noted by a statement made and signed by the county committee, or in the case of State-wide solicitations by the State contracting officer. This statement must be attached to such bid for future reference. If at a later date such bid is to be accepted it will be necessary to have the changes initialed by the bidder or a statement obtained from him verifying such change and attached to the original bid before the contract can be awarded.

2. Bids can be corrected, amended, or withdrawn by telegram or letter before the time set for the opening of bids. In such cases the telegram or letter should be held and considered together with the bid at the time of opening.

L. Telegraphic bids.—1. Complete telegraphic bids cannot be considered.

2. Telephone or oral bids, or a bid submitted by letter and not on the bid invitation, U. S. Standard Form 33 (Revised), cannot be considered.

M. Correction in bids after opening.—1. No corrections or modifications in bids will be permitted after the time of opening. Clarification of a bid by the bidder may be considered by the contracting officer.

2. Where the price bid is obviously in error, the county committee or the State committee, whichever is applicable, should verify the price bid by securing a written statement from the bidder which should be attached to the bid.

N. Examining bids.—The county committee or the State committee, whichever is applicable, will examine all bids to see that they are properly executed; that no modifications have been made in the terms of the invitation, and that they are signed by the bidders or their authorized representatives.

1. In the event an agent signs for the principal, the principal must be disclosed and the committee examining the bids must be satisfied that the agent has authority to act in the capacity shown.

O. Readvertising.—In the following cases the State committee will authorize the county to readvertise:

1. **All bids originally rejected.**—Where the State committee has rejected all bids received under a prior advertisement and the State committee believes that readvertising may establish satisfactory sources of supply.

2. **Original supply exhausted.**—Where the amount offered by the accepted contractor has been ordered and sufficient additional material cannot be secured through an increase in his contract or by negotiating a new contract at a fair and reasonable price.

3. **Contract terminated before completion thereof.**—Where the contract has been terminated for any reason.

P. Increasing amount of material to be delivered under the contract.—1. The amount of material offered by the bidder may be increased by mutual consent of the contractor and the contracting officer when the contractor agrees to provide more material at the same price or lower price, and the county committee determines that this is the best price that can be currently obtained. If an increase in the amount of the contract is desired, the county committee should forward the State committee the following:

a. A memorandum giving the additional amount needed and stating that the price offered is the best price that can be currently obtained.

b. Attached to the above memorandum a statement from the contractor setting out:

(1) That he agrees to deliver material meeting the specifications provided in the original contract at the same or a lower price. (Giving the price and contract number.)

(2) The amount he agrees to furnish.

2. If it appears that it might be possible to secure a better price through readvertising, the county committee should request authority from the State committee to readvertise.

3. The Walsh-Healey Act applies to all contracts where the amount of the contract may exceed \$10,000. In the case of increasing an agreement where the increase may result in the value of the agreement being in excess of \$10,000, the Walsh-Healey Act will apply to the amount of increase and the undelivered portion of the original contract at the time of increase. It is necessary that the contractor sign a statement agreeing to comply with the provisions of the Walsh-Healey Act. If the contractor will not agree to comply with the provisions of the Walsh-Healey Act, it will be necessary to limit the increase in the contract so that the total amount of the contract will not exceed \$10,000.

Q. Treating offers to decrease price after award.—After an award has been made, the contractor may offer to decrease his contract price for a temporary period or for the duration of the contract, and the Government has the right to accept his offer. If a temporary decrease is offered, the contract may later be increased up to but not to exceed the price contained in the original award, provided the language used

does not preclude later increase of price. An example of an offer for a temporary decrease in price is the statement, "Until further notice my price should be decreased \$0.25 per ton." If the contractor furnishes a statement which does not limit the reduction to a temporary period, such as "From now on until the end of my contract my price should be reduced \$0.25 per ton," then under no circumstances can it be increased to the original price. In all cases, offers to decrease prices must be in writing, signed by the contractor, and transmitted immediately to the State office. A letter of acceptance shall be written by the contracting officer to the contractor. One signed copy thereof together with the original of the offer shall be forwarded to the General Accounting Office, Washington, D. C., also copy of the offer and a copy of the acceptance shall be forwarded to the North Central Division. The same procedure must be followed in connection with subsequent increases in price. County office records shall be changed as soon as the decreases or increases are properly approved by the State office.

R. Continuation of contract when original contractor is deceased.

—The estate of a deceased contractor is required to fulfil a source of supply contract to the extent of unfilled orders on hand at the time of the contractor's death. However, the balance of such a contract may be canceled or continued by a representative of the estate of the deceased contractor. In the event the contract is to be continued a statement in duplicate agreeing to the terms of the contract, signed by the party who is to continue the contract and approved by the contracting officer, should be prepared. The original copy of the statement should be forwarded to the Contract Examining Section, General Accounting Office, Washington 25, D. C., and a copy to the North Central Division. If the contract is to be continued by an administrator or executor, the capacity in which such person is signing should be shown, and the statement sent to the General Accounting Office should be accompanied by letters of authority authorizing the administrator or executor to act in the capacity indicated and showing that such authority is still in full force and effect. If the contract is to be continued by someone other than a representative of the decedent's estate, the relationship to the deceased should be given and information as to whether there will be administration of the estate should be furnished. If an administrator has been appointed but the contract is to be continued by someone else, in addition to the statement by the person who is to continue the contract, a statement should be submitted by the administrator to the effect that it is satisfactory for the contract to be continued by such person. Forms ACP-68-B, covering material supplied by the substitute contractor, should be signed by him, and he should be indicated as payee on the voucher.

S. Right of either party to terminate contract.—The contractor may terminate his offer at any time upon written notice to the Government. After giving such written notice to the Government he is not required to accept any additional orders; however, he must furnish an explanation why cancellation is desired. This statement is necessary as it will be used as a basis to determine if such contractor should be solicited for future business. If cancellation is requested for unjustifiable reasons, future invitations should not be sent to such contractor. If such contractor requests an invitation and bids, then such bid should not be recommended for acceptance.

The Government may, at any time, terminate the award made to the contractor. The Government will terminate the award for the following reasons:

1. Where material is delivered that does not meet the specifications as stipulated in the bid invitation, unless local conditions make it necessary to accept material slightly below specifications. In this event, payment for all material will be made at a reduced price. The State committee shall decide all such cases.

2. Where orders have been placed with the contractor and deliveries have not been made on schedule or otherwise not in accordance with his offer. A contractor is required to fulfil a terminated contract to the extent of unfilled orders on hand on the date the contract is terminated and which are not returned to the office placing the order within (15) days from the date mailed or delivered to him.

3. Where a contractor makes an assignment of his agreement. (For exceptions see paragraph T of this section.)

4. Contractor's failure to meet prevailing commercial prices.

NOTE: If at any time during the period of the contract lower prices are quoted to the county committee by a responsible contractor other than the ones originally solicited, or there is a general commercial reduction in price and the county committee believes a lower price can be obtained, such price quotations must be immediately communicated to the State office. Under these circumstances the contractor who has received the award should be given an opportunity to reduce his price to meet the new available price. If he does not do so, the State committee may elect to terminate the agreement and instruct the county committee to readvertise for new bids. Extreme care should be exercised by the contracting officer to avoid readvertising where to do so might result in a higher price than originally bid or in a saving too nominal to warrant the cost of readvertising. However, every effort should be made to obtain the best price within the county.

T. Transfer of interest in contract.—1. If a contractor desires to transfer the interest of his contract to another person, he should be advised that such procedure is not permissible except in cases which come under the provisions of paragraph 26 (Contracts—Assignment) on page 120 of U. S. Department of Agriculture Procurement Manual, part II, Contracting Procedure.

2. The estate of a deceased contractor may transfer the balance of the contract to a substitute contractor as provided by the instructions in paragraph R of this section.

3. In the event of the transfer of a source of supply contract in disregard of the instructions referred to above, the State office should be advised immediately in order that the contract may be terminated.

U. Assignment of payments by contractors.—Payments due under a contract may be assigned. Such assignment shall be made in conformance with the procedure set forth in section 9, paragraph 6, of this procedure.

SECTION V—SOLICITING BIDS AND MAKING AWARDS

A. Request for authority to solicit bids.—The county committee, after analyzing the needs of the county, will request authority from the State committee to solicit bids for material delivered to farms and delivered to farms and spread on fields by use of Form NCR-65.

1. The contracting officer shall complete Form NCR-65, approve and return to the county committee.

B. Forwarding invitations to bidders.—The county committee (or the State Committee in case of State-wide awards) shall prepare and forward the Bid Invitations (Standard Form 33—Revised) to prospective bidders.

C. Abstracting bids.—The county committee or the State contracting officer, whichever is applicable, shall publicly open all bids on the date and at the time specified in the invitation and will prepare an abstract of all bids received on Form NCR-67 or 67A—Bid Abstract.

D. Administrative determination by county committee.—It is the definite responsibility of the county committee to make such inquiries or investigations as may be necessary, with regard to the bidder's source of supply, credit facilities, and equipment, to administratively determine the bidder's apparent ability to comply with his offer.

E. Awards to other than low bidders.—Subject to the county committee's determination of the bidder's ability to comply with his offer, awards may be made to other than low bidders under any of the following conditions:

1. The source of supply of the low bidder is not the most centrally located source in relation to the area to be served.

2. Deliveries by the low bidder would entail an excessive truck or rail haul.

3. Award to low bidder would cause his hauls to overlap those of other contractors.

4. It is necessary to make awards to more than one bidder to adequately meet requirements of the area with a minimum use of transportation facilities.

5. If a bidder specifies "all or none" of a group of townships, or the entire county, and it is clearly to the advantage of the Government to accept such bid, in that the aggregate cost for the area specified is less than the cost would be if separate awards were made for the individual townships, the bid may be recommended.

6. If it is the definite conviction of the county committee, after proper investigation, that the bidder will not be able to comply with the terms of his offer, even though he is the acceptable bidder otherwise, such bidder need not be recommended to the contracting officer. It will be necessary in such cases to furnish information to the State office regarding the bidder's source of supply, credit facilities, equipment, experience of the county committee in dealing with him, and any other reasons why the county committee believes the bidder should not be given the award.

F. Tie bids.—1. The county committee should determine whether any factor exists that would result in an advantage to the Government and form a basis for preferring one bidder over another. An example of this would be the difference in quality of material, or the fact that one bidder is offering sufficient material to meet the entire needs of the county and another bidder is offering an amount of material that will only partially meet the needs of the county.

2. It is possible to recommend the acceptance of all bids which are tied. This would be desirable if no bidder has offered enough material to meet the probable needs of the county.

3. If no factor exists which would justify accepting one tie bid over another, and it is not desirable to accept all tie bids, the one to be accepted should be determined by lot.

4. The receipt of a number of tie bids indicates possible collusion among bidders. In this event, the county committee should investigate such bids and furnish the State office with a statement covering the results of this investigation and their opinions as to whether collusion actually existed.

G. Forwarding bids to the State office.—The county will forward the following forms to the State office:

1. All bids received and the envelopes in which they were sent.
2. Two copies of the bid abstract, Form NCR-67, and two copies of the county committee's recommendations.
3. All county office correspondence to and from bidders and any additional information or material incidental to the bids.

H. State-wide bids opened in the State office.—1. The county committee and the fieldman, at the request of the State committee, shall assist in compiling any information required by the State committee in determining the acceptable bidders.

I. Bid receiving and progress record.—The State office will maintain a record of counties authorized to solicit bids, date of bid openings, and date bids and related material are received in the State office. Bids, bid envelopes, bid abstract, and all related correspondence shall be stamped with a time stamp immediately upon receipt in the State office.

J. Examining bids in State office.—Before a detailed examination is made of the bids, a check should be made that all forms listed on the bid abstract are present. A detailed check of all material should be made to determine:

1. That all prospective bidders have been solicited by the county by making a cross check of the names appearing on Form-NCR-65 and NCR-67.

2. That the blanks provided for the name of county association, address, and date have been properly completed on the bid forms.

3. That the approximate quantity of the material and the names of the county and State are entered in the spaces provided therefor.

4. That the blanks for average truck haul, location of source, the amount of material, price, etc., are properly completed by the bidder.

5. Whether the aggregate cost of the material offered may exceed \$10,000. If different prices are quoted for different townships, assume that each township will receive an equal share of the material offered, and by thus averaging the cost of the material determine the probable amount of the award. Where, according to this computation, the value of the material offered will exceed \$10,000, determine that item 2 of the bidding schedule has been completed. If the answer is "yes" and the Walsh-Healey Act is applicable, determine that the Walsh-Healey stipulations are included with the bid. In the event the Walsh-Healey stipulations are not included with the bid, a notation should be made to attach a copy to the bid, if accepted, before transmitting the contract to the General Accounting Office, and to forward a copy of such stipulations to the bidder with the notice of acceptance. If the answer is "no" or if the county committee has knowledge that the value of the material to be furnished under the contract will not exceed \$10,000, a notation should be made on the suspension sheet to limit the contract to \$10,000. Bidders who indicate in item 1 of the bidding schedule that they are not dealers or manufacturers may not be awarded a contract in excess of \$10,000.

6. That no alterations have been made on the printed parts of the form, and that all changes in entries made by the bidder bear the initials of the persons signing the bid.

7. That the bid was submitted and dated prior to the time of opening. A bid should be questioned if there is anything about the bid, the envelope in which it was submitted, or any surrounding circumstances that indicate the bid was not actually received in its complete form prior to the date of opening the bid. Accepting bids submitted after the time set for opening removes the fair competition required by law since late bidders may have obtained information that would enable them to unfairly submit the lowest bid.

8. That where a discount has been offered, the county has indicated on the bid abstract the net prices per ton after taking the discount into consideration. The county committee computations should be checked.

9. That the lowest acceptable price bid does not exceed the price for which the material is being sold commercially, as indicated by the estimates submitted by the county at the time authority to solicit bids was requested.

10. That the amount of material offered by the bidder is comparable with the needs as estimated by the county.

11. That no restrictions are made by the bidder which would change the terms of the advertisement. If restrictions or modification in any manner would permit the bidder to obtain an advantage over other bidders, such bid should be rejected. An example of such restriction would be if a contractor bid on a per ton mile basis.

12. That all the necessary information on this form has been properly entered.

K. Suspensions.—In the event any information has been omitted from the forms that cannot be supplied in the State office from available information, the forms should be returned to the county office for completion.

L. Making awards.—No award should be made until all questions concerning the bid to be accepted have been settled.

M. Preparation of Standard Form No. 1036.—1. Where awards are made to other than low bidder, the contracting officer will prepare standard Form No. 1036 in triplicate.

2. Standard Form No. 1036 shall contain a complete explanation and justification of the action taken.

3. The original shall be forwarded to the North Central Division, one copy filed with the State office copy of the contract, and one copy filed with the county office copy of the contract. **DO NOT SEND A COPY TO THE GENERAL ACCOUNTING OFFICE.**

4. The information furnished on this form must be complete since all action taken under the First War Powers Act is subject to review by the Director of Finance.

N. Contract number.—1. The State office will number the contracts consecutively beginning with number 1, preceded by the letter "A," the State code number, and "(L46) aa"; for example, "A35 (L46)aa-1."

2. **REGISTER OF CONTRACT NUMBERS.**—A register of numbers shall be prepared showing the contract numbers and the names of the contractors.

3. Enter the number of such contract in the upper right corner of the bid form in the space marked "Contract No." This number will be entered on the original signed bid, the original typed copy, and all carbon copies.

O. Notice of acceptance.—Form NCR-971 (or Form NCR-971-A) shall be prepared by the State office for each contract awarded.

P. Distribution of U. S. Standard Form 33 (Revised), and related forms.—1. The original Form NCR-971 (NCR-971-A) shall be forwarded to the contractor with a letter of instructions (see sample in Directory of Conservation Materials Forms, NCR-61) and a supply of Forms NCR-663 and ACP 68-B.

2. The signed original of Form 33 and a signed copy of the Notice of Acceptance Form NCR-971 (or NCR-971-A) shall be attached together for forwarding to the General Accounting Office, Washington 25, D. C.

3. A copy of the bid abstract, a copy of the Notice of Acceptance, and Standard Form No. 1036 shall be attached together for forwarding to the regional office.

4. One copy of Form 33, together with a copy of the Notice of Acceptance (NCR-971) shall be forwarded to the county association covering all contracts awarded for "Delivered to Farms" and "Delivered to Farms and Spread on Fields".

5. The following shall be filed in the State office:

a. **Accepted bids.**—The original typed copy of Form 33, a copy of the bid abstract, a copy of Form 1036, and a copy of Form NCR-971 (or NCR-971-A) should be placed in a folder and secured by an ACCO fastener. The bid abstract should appear first in the file. The tab on the folder should bear the name of the county, the name of the contractor, and the contract number, except in the case of State-wide awards the name of the county will not be shown.

b. **Rejected bids.**—These should be filed by counties in a folder immediately following the accepted bid folder. Rejected bids in connection with State-wide solicitation should be filed in a folder immediately following the accepted State-wide contract.

Q. Preparation of PC-1, Notice of Award of Contract.—Form PC-1 shall be prepared for each contract subject to the provisions of the Walsh-Healey Act.

R. Preparation of Forms PC-13-Poster.—Forms PC-13 shall be sent to all contractors subject to the provisions of the Walsh-Healey Act.

SECTION VI.—APPROVING REQUESTS, PLACING ORDERS AND OFFICE RECORDS

A. LIMING MATERIALS

1. **Accepting orders from farmers.**—Farmers will order liming material through the county association by use of Form ACP-64 (revised, September, 1944).

2. **Ordering material.**—a. County committees will place orders directly with the contractor covering material for delivered to farm, delivered and spread, f.o.b. truck, f.o.b. truck at stockpile, and stockpile types of delivery. Form ACP-65 (revised September, 1944) will be used as a transmittal for the first carbon of ACP-64's to the contractor.

b. Orders for rail deliveries will be placed with the State office by the county committee on Form ACP-65, in accordance with the allocation of material furnished the county office by the State office. The State office will order the material from contractors by use of Form ACP-130, "Request for Shipment," and Standard Form 1103, "Government Bill of Lading."

3. **Accounting for material.**—a. **OTHER THAN RAIL SHIPMENTS.**—Contractors will submit to the county office properly signed forms NCR-663, "Delivery Receipt," covering all deliveries shown on Form ACP-68-B, "Contractors Delivery Summary".

b. **RAIL SHIPMENTS.**—Consignee, through the county office, shall acknowledge receipt of all material received by use of Form ACP-67, "Receiving and Inspection Report". The county committee shall account to the State committee for the distribution of the exact amount shown on Form ACP-67 by use of Form ACP-65, "Summary of Requests."

4. **County office records and reports.**—a. **CONTRACTORS PROGRESS RECORD.**—A record of orders placed with and deliveries made by each contractor will be maintained by use of Form NCR-79, "Contractor's Progress Record".

b. **MONTHLY REPORT.**—A county liming materials report, Form NCR-69, shall be submitted to the State office as of the 20th of each month.

c. **RECORD OF INDEBTEDNESS.**—The original of Form ACP-64 shall be filed in the Record of Indebtedness file when the material has been delivered to the farmer.

5. State office records and reports.—a. **RECORD OF MATERIAL FURNISHED.**—The State office will maintain a record of material furnished by each contractor by use of Form NCR-46-83, "State Record of Contractor".

b. **RECORD OF ORDERS PLACED.**—The State office will maintain a record of orders placed by counties by use of Form ACP-65.

c. **MONTHLY REPORT.**—The State office shall prepare a summary of all county monthly reports for submission to the regional office. This report shall be forwarded on the first of each month by use of Form NCR-70, "State Liming Materials Report".

B. SUPERPHOSPHATE FURNISHED UNDER CONTRACT

1. Accepting orders from farmers.—Farmers will order superphosphate through the county association by use of Form ACP-64 (Revised September, 1944).

2. County request for material.—County committees will request material in carload lots from the State office by use of Form ACP-65.

3. Approving county orders.—State committees shall approve county committees requests for material within the limitations of each State's allocation of material.

4. Ordering material.—State committee shall order material from contractors for shipment direct to counties by use of Form ACP-130, "Request for Shipment." and Standard Form 1103, "Government Bill of Lading".

5. Accounting for material.—Consignees, through the county office, shall acknowledge receipt of all material received by use of Form ACP-67, "Receiving and Inspection Report". The county committee shall account to the State committee for the distribution of the exact amount shown on Form ACP-67 by use of Form ACP-65, "Summary of Request".

6. County office records and reports.—a. The county office shall report to the State office on the first of each month by use of Form ACP-65 the amount of material furnished during the previous month, so long as any material is on hand in the county.

b. **RECORD OF INDEBTEDNESS.**—The original of Form ACP-64 shall be filed in the record of indebtedness file when the material has been delivered to the farmer.

7. State office records.—a. The State office shall account for all material furnished each county by posting to Form NCR-82, "State Superphosphate Record," from Form ACP-65's submitted by the counties.

C. SUPERPHOSPHATE FURNISHED UNDER PURCHASE ORDERS

1. County committees shall approve purchase orders for farmers by use of ACP-128, "Purchase Order for Conservation Materials or Services".

2. The total amount of material approved under Purchase Orders shall not exceed the county allocation of material.

3. County office records and reports.—a. The county office shall maintain a listing of all purchase orders issued by name of vendor, name of farmer, and tonnage.

b. **RECORD OF INDEBTEDNESS.**—After the Purchase Order has been filled and the original and one copy returned to the county office, the copy

shall be filed in the register of indebtedness file at the time the original is forwarded to the State office for payment.

4. Monthly report.—A county report of Purchase Orders, Form NCR-93, shall be forwarded to the State office as of the 20th of each month.

5. State office records and reports.—a. The State office shall maintain a record of fair prices approved, (Form ACP-146), and allocation of material to counties.

b. **MONTHLY REPORT.**—The State office shall prepare a summary of all county reports for submission to the regional office. This report shall be forwarded on the first of each month by use of Form NCR-93. "Report of Purchase Orders".

SECTION VII.—SAMPLING AND ANALYZING MATERIALS

A. FERTILIZERS—TAKING SAMPLES

1. Contract material (bagged).—18, 19, and 20 percent superphosphate, defluorinated and raw rock phosphate, and gypsum, which are furnished in bags, shall be sampled in conformance with the following procedure:

a. The State office shall advise the counties when to take samples so that every tenth car of material shipped into the State by a contractor is sampled. This can be accomplished by the State office keeping a record from the State office copies of the bills of lading received, and requesting the county to which a particular shipment is being made to forward a one-pound sample to the State office for testing.

b. Use a sampler that removes a core from the top to the bottom of the bag. If a sampler is not available, be sure that the sample taken is representative of all parts of the bag. Take cores from not less than ten percent of the bags present unless this process necessitates cores from more than twenty bags, in which case take a core from one bag for each additional ton represented. If less than one hundred bags, sample not less than ten bags; if less than ten bags, sample all bags. Thoroughly mix the portions taken on a clean oilcloth or paper, reduce by quartering to the quantity of sample required, and place in an air-tight container.

c. Samples should be forwarded to the State office in moisture-proof bags properly identified as to county and State code number, Aaa order number, car number, name and address of contractor, and date sample was taken.

2. Contract material (bulk).—Samples should be taken from several places in the car. These should be thoroughly mixed, and then the proper amount desired for the sample to be tested should be quartered out. At least a pound of material is necessary for proper analysis. Samples should be forwarded to the State office. (Proper identification would include car number, Aaa shipping request number, name and address of shipper, and date of shipment.)

3. Purchase order material.—Each dealer must, before filling a purchase order, file with the county committee a statement as to the quality of the material which will be furnished.

The penalty provisions of the fair price regulations place upon administrative officials the responsibility for making determinations as to whether materials meet guarantee. The system of control must be adequate for this purpose regardless of the general protection offered consumers by State fertilizer control laws. At the same time, it is highly desirable that the facilities for administering these State laws be used to the greatest extent possible in applying the quality controls required for the purchase order program.

In each State where purchase orders will be used for procuring superphosphate, the State committee shall consult with the State Commissioner of Agriculture, State Chemist, or other person charged with administering State fertilizer control laws to arrange mutually satisfactory plans whereby the quality of the superphosphate can be ascertained and proper records kept by the State committee.

Where State laws provide only for registration fees, it may be necessary for the A. A. A. to reimburse the States for the cost of services rendered. On the average, it costs approximately \$3.00 per sample for phosphate analyses run by Bureau of Plant Industry, Soils, and Agricultural Engineering, to which may be added \$1.00 for the expense of taking samples. Where payment to the State fertilizer control agency is found necessary, it should be advised that we are willing to contract with it to take samples and make analyses at these rates. In States where fertilizer laws provide for the collection of tonnage taxes, the additional revenue obtained from superphosphate which we acquire on purchase orders should amply cover sampling and analyzing that material, inasmuch as it would not have been manufactured had A. A. A. not agreed to purchase it.

The arrangement should include an understanding in regard to the frequency of sampling which should be sufficient to meet acceptable standards and safeguard the quality of material. The frequency and method of reporting to the State committee should also be agreed upon.

The regional office should be kept periodically informed on the progress of these negotiations. Before final arrangements have been made by a State committee, a statement of the essential provisions of the agreement should be submitted to the regional office.

4. Analysis.—Except in those States where arrangements have been made for the analyzing of contract material by State universities, samples should be forwarded to Mr. K. D. Jacob, Division of Soils, Fertilizers, and Irrigation, Plant Industry Station, Beltsville, Maryland. Samples of gypsum should also be forwarded to Mr. Jacob.

a. Analysis reports.—ACP-133, Conservation Materials Analysis Report, should be prepared for and should accompany each sample sent to Mr. Jacob. It is also preferred that reports to the North Central Division of analyses of superphosphate made by State universities be submitted on Form ACP-133.

B. LIMING MATERIALS

General plan.—All sources of liming material within a county, except hydrated lime, burnt lime, burnt lime waste, egg shells and wood ashes from which material is drawn for agricultural conservation purposes, will be sampled and tested. Each county committee will be responsible for having at least one sample taken each month from each source of supply. Ground limestone samples will be taken at the quarry, marl samples at the pit, and refuse or by-products liming materials and slag from the stock pile at the point of origin. County committees will forward the samples directly to the laboratory in accordance with specific time schedules determined by the State office.

The laboratory will perform the mechanical and chemical analyses of the sample submitted and advise the State office promptly of the results. Where necessary, the A. A. A. will reimburse the laboratory for the services rendered in accordance with agreements entered into between the laboratory and the A. A. A. Agreement forms will be furnished upon request.

The State office will advise the producer of the materials and the county committee of the results of each analysis and whether the material is acceptable for use under the agricultural conservation program. The State committee will maintain adequate records and take whatever action is necessary to assure an even flow of work to the laboratory and to make sure that county committees are taking sufficient samples from all sources within the county. Fieldmen will instruct county committees in the proper method of taking samples and will supervise the work of the county committees to the extent necessary to effectuate compliance with this procedure.

Statement of policy.—By use of the usual information channels State committees and county committees shall make the following information available to all farmers cooperating in the program and to all members of the liming material industry who customarily furnish agricultural liming materials to farmers for conservation purposes:

1. All regulations of the program concerning the quality of liming materials will be enforced.

2. The A. A. A. will take samples from all sources of liming materials at least once every thirty days and will arrange for an analysis of the material by qualified laboratories.

3. The results of the analysis will be available in each county office and it will be the responsibility of the farmer to check with the county office if he is concerned with the quality of material being furnished by a particular source.

4. Credit for material applied will be determined on the basis of the analysis of the samples of the material taken by the A. A. A.

5. At the time of performance check, each farmer will be required to furnish sales tickets for material purchased commercially showing quantity of material and date delivered.

C. COUNTY OFFICE PROCEDURE

1. The county committee shall definitely assign the task of taking samples to a responsible employee who may be a member of the committee.

2. At least one sample shall be taken each month from each source of agricultural liming material used for conservation purposes, which is located within the county within the period of the month designated by the State committee.

3. Samples shall be taken in accordance with instructions contained in paragraph 7, subparagraph "a", page 24 of this procedure. Form ACP-133 shall be prepared for each sample.

4. **Mailing samples.**—All samples taken during the period specified by the State committee shall be securely packaged and mailed directly to the laboratory on the date designated by the State committee. It is planned to provide county committees with an adequate container in which to mail the samples to the laboratory. Until such time as these containers are available the county committee should use any type of box or package which will be sufficiently strong to permit the samples to be received at the laboratory in good condition.

5. Form NCR-94, "Notice of Liming Material Samples Taken," will be furnished each county by the State office and will list all sources located within the county from which samples should be taken.

D. STATE OFFICE PROCEDURE

1. The State office, through the fieldmen, shall determine the name and location of each quarry, pit, and stockpile from which samples should be taken within each county. Form NCR-94 will be typed in the State office for each county and should list all such quarries, pits, and stockpiles.

2. The State office shall set up a sample taking time schedule which will afford an even flow of samples to the laboratory and will permit the analysis of at least one sample from each source during each month. Each county committee should be advised of the designated period during each month in which it is to take samples and the final date during that period on which the samples should be mailed to the laboratory. The schedule should be set up by use of Form NCR-46-95, "County Liming Material Sampling Schedule."

3. When a source is located within the North Central Region and material is being furnished in both the State in which the source is located and in an adjoining State, samples will be taken and analyzed by the State in which the source is located. Arrangements should be made between the State committee of the State in which the source is located and the State committee of the adjoining State in which the material also is being delivered so that the results of the analyses will be available to both State committees.

If the material is being furnished in a State in the North Central Region from a source located outside of the region, samples of the material furnished will be taken from the truck or railroad car upon arrival at its destination.

4. Results of analyses from the laboratory.—a. The State office will receive the original and two carbons of the completed Forms ACP-133 from the laboratory. (The laboratory will retain the bottom copy.)

b. The State office shall review all results of analyses received from the laboratory.

c. If the results of the analyses indicate that the material is below specifications the State office shall proceed as follows:

(1) Request the county committee to obtain another sample immediately and to obtain additional samples once each week until advised further.

(2) Advise the State laboratory to give preference to the additional samples and request it to report the results of the analyses immediately to the State office.

(3) If the results of the analyses of the second samples are satisfactory it can be assumed that the first samples were not representative of the material and the county committee should be so advised and instructed to discontinue taking samples at weekly intervals and to revert to the regular monthly sampling schedule. If the results of the analyses of the second samples do not meet specifications, the procedure set forth in paragraph 5 below should be followed.

d. The State office will transmit one copy of Form ACP-133 to the producer, one copy to the county committee and retain the original.

e. The original forms will be filed in a 5 x 8 card file alphabetically by name of producer.

f. Original Forms ACP-133 covering material not meeting specifications should not be filed until the case has been settled in accordance with procedure set forth herein. Such forms should be maintained in a separate file for ready reference until each case is settled.

5. Material not meeting specifications.—a. If the results of the first sample indicate that the material does not meet specifications, the

county committee and the producer of the material should be advised of this fact and the producer also advised that samples will be taken at frequent intervals until a definite determination of the quality of the material can be made. It shall be the responsibility of the producer to advise truckers or other customers of this fact.

b. The State office should make every effort to assist the producer to bring the quality of his product up to standard.

c. As soon as the material again meets quality specifications, the county office should be immediately instructed to return to the regular monthly sampling schedule.

(1) No adjustment in the payment or deduction for liming material purchased by or furnished to individual farmers shall be made with respect to material acquired prior to receipt of notice by the county committee from the State committee that the liming material fails to meet specifications.

(2) If the material is being furnished under contract, the contractor shall either furnish each farmer an additional amount of material as required by the State office or receive payment for the material at a proportional reduction in price as provided in the contract.

d. If the material from a particular source consistently runs under specifications and the producer appears to be making no effort to improve the quality, all of the output of the producer shall be considered as below standard until the State office is satisfied, from subsequent samples, that the material again meets specifications. The State office shall average the analysis reports received to date and on the basis of the deficiency shall require a correspondingly greater amount of the material to be applied in the future to earn credit at the established credit rate per ton. This requirement shall begin upon receipt of notice to the county committee from the State committee that the material does not meet specifications. This notice shall set forth the amount of additional material required.

(1) Contracts covering this material shall be canceled or amended to provide for material of the revised specifications.

e. Material Being Produced and Stockpiled for Future Delivery.—If samples are taken during the time a stockpile is being produced and some of the analyses do not meet specifications, the quality of the material in the stockpile shall be determined as an average of all analyses taken during the stockpiling process.

6. Determining deductions for material not meeting specifications.—a. The specifications shown in section II will be considered minimum specifications for each type of material whether sold to farmers commercially or purchased through A. A. A. contracts.

b. Where the minimum specifications for agricultural limestone require 80 percent including all the finer particles through an 8-mesh screen and 80 percent calcium carbonate equivalent, and one or both must be above the minimum so that the result of multiplication of the two will be at least 0.72, the following will apply:

(1) If the analysis report shows both the mechanical and chemical analysis to be below 90 percent but neither less than 80 percent, multiply the two and compare the results with 0.72. If the result is 0.72 or greater the material meets specifications. If the result is less than 0.72 the deficiency will be the percent by which the result of the multiplication is less than 0.72. The price of the material should be reduced by the percent of the deficiency or that percent of 2000 lbs. of additional material should be required for each ton of the low analysis material delivered.

(2) If either the mechanical analysis or the chemical analysis exceeds 90 percent and the other analysis is less than 80 percent the deficiency should be computed only on the analysis which is less than 80 percent. For example:

Analysis report shows 95 percent CaCO_3 and 75 percent through an 8-mesh screen. The cost of the material is \$2.00 per ton.

Since the material contains more than 90 percent CaCO_3 , the mechanical analysis need only be 80 percent for the material to meet specifications. The formula for determining the deduction will be as follows:

$$\frac{75}{80} \times \$2.00 = \frac{150}{80} = \$1.875 \text{ (value of 1 ton of material)}$$

$$\frac{80}{75} \times 2000 \text{ lbs.} = \frac{160,000}{75} = 2,133\frac{1}{3} \text{ lbs. (amount of material required to equal}$$

1 ton of material meeting specifications).

(3) If neither the mechanical nor the chemical analysis meet the minimum specifications, the minimum chemical specifications should be given a weight of 90 percent and the mechanical specification a weight of 80 percent. For example:

Analysis report shows 68 percent CaCO_3 and 75 percent through an 8-mesh screen. The cost of the material is \$2.00 per ton.

Since both mechanical and chemical analyses are below minimum specifications, the formula for determining the deduction will be as follows:

$$\frac{68}{90} \times \frac{75}{80} \times \frac{2.00}{0} = \frac{10,200}{7,200} = \$1.42 \text{ (value of 1 ton of material)}$$

$$\frac{90}{68} \times \frac{80}{75} \times 2,000 \text{ lbs.} = \frac{14,400,000}{5,100} = 2,824 \text{ lbs. (amount of material required to equal 1 ton of material meeting specifications).}$$

c. Where the minimum specifications are the same as shown in subparagraph "b" above and have the additional requirement of 20 percent through a 100-mesh screen the procedure will be the same as set forth in paragraph "b" unless the percentage through the 100-mesh screen is less than 20 percent. For example:

Analysis report shows 95 percent CaCO_3 , 75 percent through an 8-mesh screen and 12 percent through a 100-mesh screen. The formula for determining the deduction will be as follows:

$$\frac{75}{80} \times \frac{12}{20} \times \$2.00 = \frac{18.00}{16} = \$1.125 \text{ (Value of 1 ton of material)}$$

$$\frac{80}{75} \times \frac{20}{12} \times 2000 \text{ lbs.} = \frac{3,200,000}{900} = 3,556 \text{ lbs. (amount of material required to equal 1 ton of specification material.)}$$

7. Method of taking liming material samples.—a. Each county committee shall purchase or otherwise provide themselves with the following equipment:

1 bucket, 1 small hand scoop, 1 old auto license plate or similar piece of metal, 1 large spoon, and 1 square yard of paper or oilcloth.

In addition to the above-mentioned equipment, the State committee shall provide the county committee with a sufficient supply of cellophane bags and envelopes and Forms ACP-133, "Conservation Materials Analysis Report."

b. Taking samples at the quarry.—If possible, samples should be taken from the chute. However, if the chute is inaccessible and the material is being loaded on to a stockpile or directly into trucks, the sample may be taken from the stockpile or the truck.

(1) If the sample is to be taken from the chute, use the scoop and take samples at intervals as the material leaves the chute and place the sample in the bucket.

Care should be taken to see that samples from the sides of the chute as well as from the center are obtained.

(2) If the sample is to be taken from the stockpile, use the scoop to take samples beginning at the bottom on the outside of the pile, up and around the pile until the last sample is taken from the top. Place all scoopsful as taken in the bucket.

(3) If a sample is to be taken from a truck at the quarry the handscoop should be used to take samples from both sides, both ends, and the center of the truck load. All scoopsful taken should be placed in the bucket.

(4) After the samples have been taken and placed in the bucket as described above, proceed as follows: Take the large spoon and mix the limestone in the bucket thoroughly, being careful not to shake the bucket or whirl it which would cause the coarser material to separate from the finer material. Lay the square yard of paper or oilcloth on a smooth surface and turn the bucket upside down quickly on the paper, or oilcloth, permitting the lime to fall on the paper or oilcloth in as near one mass as possible. **Do not** pour the lime on the paper or cloth.

Take the auto license plate and divide the pile into two equal piles by forcing it straight down through the center of the pile and scraping one side away from the other. Place the part scraped away back on the truck or stockpile. Put the remainder back in the bucket and again mix thoroughly and dump again on the paper or oilcloth. Divide the pile with the license plate again, putting the part removed back on the truck or stockpile. Place the remainder in the bucket and mix thoroughly with the spoon. Then take the spoon and fill the cellophane bag from the lime in the bucket. The cellophane bag containing the sample should be placed in the manila envelope and clearly labeled.

c. Samples of marl should be taken and prepared in the manner set out above except that the sample may be taken from the pit or from a truck which was loaded at the pit while the person taking the sample was present.

d. Samples taken of refuse lime and slag from stockpiles should be taken in the manner set forth above except in the case of extremely large stockpiles the samples should be confined to the area in which trucks or railcars are being loaded on that particular day. If trucks or railcars are being loaded at several points on a large stockpile, samples should be taken from all loading points. Samples should be taken from at least ten places around and over the area being sampled.

SECTION VIII.—CHECKING WEIGHTS OF LIMING MATERIALS DELIVERED UNDER A. A. A. CONTRACTS

In order that farmers may determine the approximate tonnage of liming material being delivered in each truck load by A. A. A. contractors, State and county committees should proceed as follows:

1. All trucks hauling liming material under contract, regardless of whether the contractor uses a scale, must have the truck beds marked in such a manner that the approximate amount of material on the truck can be determined by visual inspection.

a. Truck beds should be marked by painting with a durable paint a line indicating the level at which the bed will hold varying tonnages, and directly in connection with each line the tonnage should be clearly printed.

b. The proper spacing for the lines may be determined by weighing various loads or by measurements.

c. County committees shall contact all contractors concerning this matter and shall assist in determining that all beds are correctly marked.

2. It is the responsibility of the county committees to assure themselves that farmers are receiving the full tonnages as indicated on the delivery receipts. To accomplish this, trucks should be checked (even though the beds are marked) as frequently as the county committee feels necessary, or upon specific request of the State committee. If

scales are not available, the county committee shall determine the weight by cubic measurement.

3. Upon request of the State committee each county committee shall furnish a report indicating the action taken, the name of the contractor, the number of trucks hauling liming material for each contractor and the number of beds marked.

4. As weights are periodically checked the county committee shall forward a report to the State committee setting forth the name of the contractor, the weight of the load claimed by the contractor and the actual weight or amount computed by cubic measure found by the county committee.

5. In cases where the contractor is furnishing short weights the State committee shall determine whether such short weights are deliberate and constitute an attempt to defraud the Government or whether the circumstances would indicate that the contractor did not knowingly furnish short weights.

In those cases which the State committee determines were without intent to defraud, the contractor shall be required to deliver to each farmer the correct amount of material as shown on the delivery receipt.

6. In any case where the county committee or State committee has indication that the contractors are obtaining receipts before the material is actually delivered, such contractors' vouchers should not be approved for payment until the county committee has assured itself that the farmers have received the full tonnage receipted for.

7. NOTICE: *All cases where the county committee or State committee has indication that the contractor is deliberately attempting to defraud the Government such as furnishing short weights, obtaining receipts before material is delivered, etc., shall be reported to the regional office for handling. In no case of deliberate fraudulent action by the contractor shall the county or State committee attempt to make a settlement without the approval of the regional office.* In these types of cases, vouchers should not be certified for payment until a definite decision is made with respect to alleged irregularities.

SECTION IX.—PAYMENTS TO VENDORS UNDER CONTRACTS AND PURCHASE ORDERS

A. VENDORS' CLAIMS FOR PAYMENT

1. Vendors will obtain receipts on Forms NCR-663 for the delivery of liming materials and on Forms ACP-128 for superphosphate or services delivered under such purchase orders, and will submit forms ACP-68-B, "Contractor's Delivery Summaries" (with related forms NCR-663) and forms ACP-128's to the county office for payment.

2. Claims for payment for liming materials delivered by rail will be made by contractors on Standard Forms 1034 prepared and mailed to them by the State Office and the Forms 1034 will be submitted directly to the State office.

3. Contractors' claims for payment for materials furnished under contracts awarded by the Washington office will be prepared by the contractors and submitted directly to the State office.

B. HANDLING OF VENDORS' CLAIMS FOR PAYMENT IN THE COUNTY OFFICE

1. County offices will examine Forms ACP-68-B and ACP-128 for

completeness and correctness of entries, for correctness of computations, to determine that any changes or alterations have been initialed, and will make any corrections necessary.

2. When the necessary verifications and entries have been made a member of the county committee will date and sign the approved Forms ACP-68-B and ACP-128 in the spaces provided and transmit them to the State office for payment.

C. HANDLING OF CLAIMS FOR PAYMENT IN THE STATE OFFICE

1. **Rail shipments of liming materials.**—The Form ACP-67, Receiving and Inspection Report, for a rail shipment of liming material will be checked against the State office copy of the related Form ACP-130 to determine that the quantity ordered was received, and a Standard Form 1034 will be prepared and forwarded to the contractor for signature and return. Upon return of Standard Forms 1034 properly signed they will be scheduled on Standard Forms 1064, certified, and transmitted to the regional disbursing office for payment.

2. Standard Forms 1034 to cover purchase orders and forms ACP-68-B will be prepared and scheduled on Standard Forms 1064, certified and transmitted to the regional disbursing office for payment.

3. **Vouchers covering superphosphate, defluorinated phosphate, and raw rock phosphate.**—a. State offices will be provided with copies of the contracts under which shipments will be made.

b. Upon receipt of the contracts, the State office will prepare an 8 x 5 card for each contract, a record of allocations, a record of tonnages shipped, and payments made shall be maintained on this card.

c. Contractors will bill the State office each week for all shipments made during the week.

(1) The contractors claim for payment will consist of the following:

- (a) Original and one copy of Standard Form 1034
- (b) Original and one copy of Form ACP-141
- (c) One copy of the completed bill of lading

All forms will be prepared by the contractor.

d. Forms ACP-67, "Receiving and Inspection Report," will be forwarded by the county office directly to the State office.

e. Audit of vouchers in the State office:

(1) The State office will verify—

- (a) Contractor's name, address, and contract number.
- (b) Description of the material.
- (c) Shipping point.
- (d) Price.
- (e) Tonnage claimed *vs.* amount shown as received on Form ACP-67 (vouchers cannot be certified until the applicable Form ACP-67 is received in the State office).
- (f) Bill of lading number as shown on Form ACP-67.
- (g) Total amount claimed.

f. Distribution of Forms:

(1) To the disbursing office—

- (a) Original Standard Form 1034.
- (b) Original Form ACP-141.
- (c) Standard Form 1064 (same number of copies as used for limestone vouchers).
- (d) Original of Difference Statement, if any.

(2) Retained in State office—

- (a) Copy of Standard Form 1034.
- (b) Copy of Form ACP-141.
- (c) Copy of Bill of Lading.
- (d) Form ACP-67.

(3) To Control Accounts and Audit Section—

- (a) One copy of Form ACP-67 in all cases of loss, damage, or shortage in order that Control Accounts and Audit Section can adjust freight. Enter in "Remarks" space, information as to the deduction, if any, made from the contractor's voucher.

g. Adjustments in amount claimed:

(1) **Bagged material**—

- (a) Adjustments will be made on the basis of shortages reported on the applicable Form ACP-67.
- (b) Losses in transit will be adjusted with the carrier on the basis of the report on the original bill of lading and Form ACP-67.
- (c) Short shipments will be adjusted with the contractor unless no seals or broken seals are on the car upon arrival or it is established that the numbers of the seals at destination do not agree with those placed on the car by the contractor in which case the adjustment is made with the carrier.
- (d) After the Control Accounts and Audit Section has reviewed Form ACP-67 in cases of loss, damage or shortage it may be necessary to make subsequent adjustments with the contractor. Such adjustments shall be made on any unpaid vouchers received in the State office upon request of the Control Accounts and Audit Section.
- (e) Adjustments for substandard material will be made in accordance with instructions from the Chief. Deductions will be made only on request of the Regional office.

(2) **Bulk material.**—In all cases where the shortage is less than 3% and Form ACP-67 gives no explanation concerning loss in transit (such as leaky cars) no deduction for the shortage will be made. If the shortage is in excess of 3%, the responsibility for the shortage will be determined on the basis of the weight certificates submitted and the actual scale weights determined by the consignee as shown on Form ACP-67.

(a) If the shortage is in excess of 3% and Form ACP-67 does not explain the reason for the shortage and no weight certificate was submitted by the contractor, request a weight certificate from the contractor and additional information if necessary from the consignee. If the weight certificate submitted by the contractor shows the amount shipped to be the same as the amount claimed by the contractor the carrier will be responsible for the shortage. The weight certificate should be attached to the copy of Form ACP-67 forwarded to the Control Accounts and Audit Section.

(b) If the contractor does not submit the requested weight certificate, the deduction should be made from the contractor covering the amount of shortage in excess of 3%.

(c) If the weight certificate submitted by the contractor shows a lesser amount shipped than claimed by the contractor, the contractor's voucher should not be approved for an amount in excess of the amount actually shipped.

h. Difference Statement (Form NCR-46-74):

(1) Distribution—

- (a) Original with voucher to disbursing office.
- (b) Copy to payee.
- (c) Two copies with State office voucher file.
- (d) Copy to North Central Division.

i. **APPROPRIATION CHARGEABLE.**—The appropriation chargeable will be the appropriation in effect at the time the contract was awarded.

j. **BUREAU VOUCHER.**—(1) Bureau voucher number should be used from the same series used for liming materials.

k. Allocation of Material:

- (1) The regional office will continue to make allocation of material.
- (2) Payment for tonnage furnished under each contract may not exceed the allocation received from the regional office.

1. OBLIGATION OF FUNDS.—(1) Funds will be obligated to cover the cost of material ordered in accordance with instructions issued by the Administrative & Fiscal Section of the North Central Division.

D. DISCOUNTS

1. Claims submitted by contractors offering a discount must be given special handling in order that payment can be made within the discount period. In the event a discount is lost due to improper handling, it will be necessary for the certifying officer to prepare a statement explaining the reason for such loss. If this explanation indicates negligence on the part of the employees handling the vouchers, it will be necessary that the responsibility be fixed and the Government reimbursed for the discount lost.

2. Discount periods will be figured from the date a properly executed Form ACP-68-B, ACP-128, or voucher is received in the county office for other than rail shipments. In the case of rail shipments the date the material is received at the destination as evidenced by Form ACP-67 will be used. If it becomes necessary to return the claim to the contractor due to the fact that the claim has not been properly submitted, due to his error, or if there is a delay on the contractor's part in returning the voucher, the discount period will begin upon receipt of the correct form in the county or State office as the case may be.

3. In compliance with requests of the Treasury Department to provide a uniform method for the submission of discount vouchers to the Division of Disbursement for payment, and to guard against loss of cash discounts, the Office of Budget and Finance has issued the following instructions:

a. Expedite handling of discount vouchers in order that such vouchers may be forwarded to the proper disbursing officer sufficiently in advance of the date the discount period expires to enable payment on or before that date.

b. Schedule cash discount vouchers separately from other vouchers.

c. Utilize Treasury Form No. 426 (prescribed by the Treasury Department) for use as a standard notification to be attached to all Schedules of Disbursements (Standard Form 1064) which normally covers the voucher(s). The final discount date should be inserted in the space provided on Form No. 426.

d. More than one discount voucher may be included on the same schedule provided there are not more than three days separating the earliest and latest discount periods. Where more than one voucher is included on a single schedule, the discount notice (Form No. 426) should indicate the earliest expiration date of the discounts involved.

E. DEDUCTIONS ON VOUCHERS

1. **Reasons for making deductions.**—a. When Form ACP-68-B claims payment for more material than is receipted for on NCR-663.

b. When contractor claims at a rate in excess of that stipulated by contract, or in the case of purchase orders at a rate in excess of the fair price established or the portion thereof payable by the Government.

c. When shortages in material are reported for which the contractor is definitely responsible. (Shortages for which the carrier is responsible should not be deducted from the contractor's bill.)

d. Materials or services which do not meet specifications.

2. **Method of making deductions.**—a. In all cases where the audit reveals that a bill will be certified in an amount different from the amount claimed, a "Difference statement," Form NCR-46-74 will be prepared in triplicate, describing the deduction made on the face of the voucher.

F. DISTRIBUTION OF STANDARD FORM 1064 AND SUPPORTING FORMS

1. Forward the original and two copies of Standard Form 1064 to the regional disbursing office, together with the original vouchers, Standard Forms 1034, original of the Contractor's Delivery Summary, forms ACP-68-B, or forms ACP-128.

2. Forward one copy to the State accountant.

3. Retain one copy in the scheduling unit.

4. When a copy is returned from the disbursing office, the scheduling unit should transfer the additional information which has been placed on the forms by the disbursing office to their file copy of the schedule. The form returned by the disbursing office should then be forwarded to the State accountant.

G. ASSIGNMENT OF PAYMENTS

1. Under the "Assignment of Claims Act of 1940" an assignment of money due or to become due under a public contract involving payments of \$1,000 or more may be made to banks, trust companies, or other financial or lending institutions. The Act does not authorize assignment of the contract itself, and irrespective of an assignment by a contractor of the money due or to become due, the contractor is charged with the duty of performing the contract in accordance with its terms. It, therefore, is the responsibility of the contractor to execute certificates on vouchers, invoices, etc., as required by the contract. In this connection, no money is due and payable by the United States until such certificates are executed by the contractor, and since it is his responsibility to establish that an amount is due and payable under the contract, it is not necessary to obtain a certification in that respect from the assignee.

2. Assignments of payments under source of supply contracts can only be made when the contract involved has been amended to guarantee the placement and acceptance of orders amounting to at least \$1,000. That is, to the extent of vouchers totaling at least \$1,000 gross value (before discount, if any) the source of supply offer must become a definite quantity contract. When a contractor notifies a contracting officer that he desires to assign payments under his contract, an amendment should be issued, worded as follows:

(a) Your contract is hereby amended to include a firm commitment by the Government to place orders amounting to at least \$1,000 gross value during the contract period and by you to accept orders in at least that amount. An acknowledgment of this amendment is required.

3. In assignment cases, two sets of the "Notice of Assignment," CM-41-5A (original and three copies) should be executed by the

assignee in accordance with the instructions on the reverse side thereof. A true copy of the instrument of assignment should be attached to each set of the "Notice of Assignment." One set should be addressed to the General Accounting Office, Washington, D. C., and the other should be addressed to the contracting officer, to be retained in the State office. The three copies with the receipts properly signed by the contracting officer shall be returned to the assignee. One copy of each receipt returned to the assignee should be retained by him for his own records, and two copies of each such receipt should be attached to the first voucher submitted for payment. One copy of each such receipt should be retained in the State office, and the other copy of each such receipt should be forwarded with the original voucher.

4. A true copy of the instrument of assignment may consist of:

- a. A duplicate original containing all signatures, seals, acknowledgments, etc., which appear on the original
- b. A complete photostatic copy of the original, or.
- c. An accurate and complete copy including signatures, seals, acknowledgments, etc., which may be typewritten, provided such copy is certified as being a true copy by a notary public or other officer authorized by law to administer oaths.

5. It is not necessary for the assignee to make a specific claim under a valid assignment for an amount established to be due and payable under a particular contract. In order to insure that payments are properly made, to prevent frauds against the United States, and to protect the rights of all parties involved, it should appear from an examination of the voucher and Form ACP-68-B that the contractor recognized the assignment, its validity, and the right of the assignee to receive the payment.

6. In assignment cases the name of the assignee should be entered in the space for the payee at the top of the voucher in the following manner: Joe Doe (assignee, authorization filed). The contractor shall not be required to sign the voucher if the following or similar statement has been entered by him on Form ACP-68-B "Payment for this material shall be made to....., assignee, whose address is" This statement shall be entered at the bottom of Form ACP-68-B immediately above the space for the contractor's name. If this statement has not been entered on Form ACP-68-B the contractor should sign the certificate on the voucher in the space provided for the payee's signature below the certification relative to performance and payment. The notation "See Form ACP-68-B," may be inserted in the blank space after the contractor's signature.

7. No form will be provided for making assignments. Any instrument of assignment containing in substance the following wording will be acceptable:

"I hereby assign the moneys due or to become due me under Contract No..... dated....., to....., whose address is..... This assignment is made pursuant to the Assignment of Claims Act of 1940."

8. The assignment should be signed and dated by the contractor making the assignment, and his signature should be witnessed.

H. ALTERNATE METHODS

If a contractor does not desire to make an assignment which may be

operative for the duration of the contract, he may—

1. Submit to the State office a request that checks drawn in his favor be mailed in care of any designated addressee. This request may be canceled at any time on written request of the contractor.

2. Give a power of attorney by executing two Treasury Department Forms 6569, "Power of attorney by the individual for the collection of checks drawn on the Treasurer of the United States." One copy of the form will be retained by the contractor and the second copy may be presented with the first check or forwarded directly to the Treasurer of the United States, Washington, D. C. This power of attorney may be revoked by the contractor at any time by giving proper notice to the Treasury Department.

I. PAYMENTS TO ESTATES OF DECEASED CONTRACTORS

In cases where the contractor is deceased and there is an amount outstanding or a check has been issued but not negotiated for deliveries of materials prior to the date of death, the following procedure is applicable:

1. The administrator or executor, as the case may be, shall execute Standard Form 1055, attaching his letters of authority, showing thereon that such authority is still in full force and effect. A copy of the authority is sufficient, provided it has been certified as being a true copy of the original by the clerk of the issuing court. The administrator or executor shall also submit Form ACP-68-B, signed in his representative capacity, in the event this form has not previously been executed by the contractor.

2. If an administrator or executor has not and will not be appointed, Standard Form 1055 should be executed by one of the heirs who is of legal age and has sufficient knowledge of the affairs of the decedent to supply the required information. Form ACP-68-B should also be executed by the individual submitting Standard Form 1055.

3. Settlement of these cases may not be made in the State office through the regional disbursing office. Form AD-42 should be prepared on the case for the signature of the Director of Finance in conformance with the instructions contained in APS-1. It will be necessary to forward all forms, letters of authority, and any other relevant material to this office for examination and transmittal to the General Accounting Office. Any further correspondence which may be necessary will be continued by that office. It will not be necessary to submit Standard Form 1034.

